



***Building & Fire Prevention Division
MOVED BUILDING/STRUCTURE
PERMIT GUIDELINES***

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- Copy of the contractor's license issued by the State of Florida (if the contractor is the applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Photographs showing all elevations of the structure to be moved.
- Two (2) signed and sealed survey / site plans for proposed location indicating the following:
 - Lot number
 - Address/Legal Description
 - Tie-in lines from principle structure and any accessory structures to property boundary (minimum of eight)
 - Primary building setback lines/envelope
 - A/C unit locations
 - Survey type: plot plan, foundation, final, etc.
 - Easements: drainage, utility, etc.
 - Setback/fire separation (assumed property lines)
 - Proposed finish floor elevation and spot grade elevations per subdivision master lot grading plan
 - Location of septic system if applicable
- Two (2) foundation plans signed and sealed by a Florida licensed professional engineer or architect. F.B.C. 102.2.2(6)
- A Florida licensed professional engineer or architect shall certify the building or structure as being compliant with the wind speed requirements of the new location. F.B.C. 1609
 - Is occupiable for its intended use. F.B.C. 102.2.2(1)
 - Electric, gas and plumbing systems meet the codes in force at the time of construction and are operational and safe for reconnection. F.B.C. 102.2.2(5)
 - Present use and intended use. F.B.C. 102.2.2(2)
 - Current fire code requirements for ingress and egress are met. F.B.C.102.2.2(4)

These guidelines were compiled to assist the applicant in preparing a moved building / structure permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements **Note: A permit will not be issued for buildings that are intended to have a change in use, or are substantially remodeled. F.B.C. 102.2.2(2)(3)**