



***Building & Fire Prevention Division  
FOUNDATION STABILIZATION  
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 of the project.
- Copy of applicable contractor's license issued by the State of Florida (if contractor is 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).
- Owner Builder Statement / Affidavit (if owner is applicant).  
(Must be signed in person at the Building Department)
- Two (2) copies of a signed and sealed engineers report or plans detailing the foundation problems and the proposed method to stabilize the structure's foundation.

**\*\* Please note the Building Department will not perform any inspections on the structure's foundation. When the work is completed, a signed and sealed affidavit from the Engineer of record indicating a positive conclusion must be submitted to the Building Department. This will suffice as the Final Inspection.**

*These guidelines were compiled to assist the applicant in preparing a foundation stabilization permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.*