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 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)

☐ Wood decks elevated 12" or less from finished floor to grade:
   • No engineering required.
   • Commonly accepted construction practices.
   • (2) Two copies of a legible drawing showing all framing details, foundation details, and meet all applicable code requirements.

☐ Wood decks elevated greater than 12" from finished floor to grade:
   • Two (2) sets signed and sealed engineering drawings. Wind design data is required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings

☐ Two (2) site plans indicating proposed location and distances to property line(s).

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