

## Town of Windermere Moved Building / Structure Permit Application Guidelines

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- 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.
- Copy of the onsite sewage disposal system construction permit or approval letter issued by Orange County Health Department (if applicable).
- Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Windermere 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).
- Certificate of insurance indicating General Liability insurance coverage and naming the Town of Windermere as certificate holder.
- Two (2) paper sets and one (1) electronic set of 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) paper sets and one (1) electronic set of copies of plans to include floor plan, elevations, stair construction, foundation and tie down 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 The Town of Windermere is designated as a 139 mph ultimate design wind speed zone for risk category II buildings and structures.
  - 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 Town of Windermere, 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)**