

## **Town of Windermere Aluminum Structures Permit Application Guidelines**

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

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of applicable contractor's license issued by the State of Florida.
- 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 General Liability insurance coverage and naming the Town of Windermere as certificate holder.
- 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).
- Completed and Signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- Two (2) paper and one (1) electronic set of site plans indicating proposed location.
- Two (2) paper and one (1) electronic set of copies of the signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings OR Two (2) copies of previously mastered filed plans. Indicate all details and options that apply.
- Two (2) paper and one (1) electronic set of copies of a site specific layout for the structure with minimum 1/8" per foot scale. Include all framing sizes and types. Include any electrical devices to be added.

*These guidelines were compiled to assist the applicant in preparing an aluminum structure permit application and may not be complete. The applicant is required to meet all Town of Windermere, state, and federal code requirements.*