

## **Town of Windermere Deck 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 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 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 owner is applicant).
- Wood decks elevated 12" or less from finished floor to grade:
  - No engineering required.
  - Commonly accepted construction practices.
- Wood decks elevated greater than 12" from finished floor to grade:
  - Two (2) paper sets and one (1) electronic set of 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) paper sets and one (1) electronic set of 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 Town of Windermere, state, and federal code requirements.*