Town of Windermere

BUILDING PERMIT "CLOSE-OUT" FORM
FOR ALL NEW CONSTRUCTION, ADDITION, OR INTERIOR/EXTERIOR ALTERATION

Permit # _____

Address _____

Improvement _____

A **Zoning & Building Department** H**old** is in effect until the following items are submitted and approved by the Town.

- [ ] **No construction activity before 7:00 a.m. or after 7:00 p.m., Monday - Saturday**

- [ ] **Town Property** - All damage has been repaired (i.e., sidewalks, grasses, etc.)

- [ ] **Foundation Survey** - A certified foundation survey applicable to the construction and/or alteration of every building shall be approved by the Town prior to the start of any permanent vertical construction other than the building foundation. (To verify finished floor elevation and setbacks.)

- [ ] **Final Survey** - Showing all improvements including Stormwater Retention

- [ ] **Water Retention** - Must be completed and a letter confirming completion submitted by a licensed architect, engineer or surveyor. An inspection by the Town will be made prior to releasing the zoning hold.

- [ ] **Compensatory Storage** - Must be provided and verified by a licensed architect, engineer or surveyor. An inspection by the Town will be made prior to releasing the zoning hold.

- [ ] **Pools require a screen enclosure or a 5' permanent fence that completely encloses the pool.** The screen enclosure or fence must be inspected by the Town before the zoning hold will be released. **Pool equipment must be screened from view**.

- [ ] **Accessory Equipment** - must be at least 5' from property line and screened from view (i.e., ac units, generators, pool equipment, etc.)

- [ ] **Fence** - An inspection by the Town with property owners' approval to go on their property.

- [ ] **Elevation Certificate Required** - Must be submitted for all Flood Plain Permits.

- [ ] **Approved Right-of-Way Use Agreement** - Right-of-Way Use Agreement must be approved by Town Council before installation of items in the Town's Right-of-Way

- [ ] **Culvert Required for Driveway Access** - Coordinate with Public Works Director David Grimm at 407-876-1960 or 407-876-2563

Received By:

Signature: _____

Printed name: _____

Date: _____