

# **Town of Windermere**

## **Enclosing a Residential Garage 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.
- 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 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 sets and one (1) electronic set of signed and sealed building construction plans. Include size, type and location of windows/doors, electrical plumbing and heating equipment as applicable
- Completed and signed Statewide Product Approval Specification Form. If applicable
- Two (2) copies of completed and signed energy and equipment sizing calculations.
- Two (2) paper sets and one (1) electronic set of surveys showing the driveway location.

These guidelines were compiled to assist the applicant in preparing enclosing a garage permit application submittal and may not be complete. The applicant is required to meet all Town of Windermere, state, and federal requirements.