Town of Windermere
Residential 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.
- ☐ Completed and signed Right-of-Way Application.
- ☐ Copy of the 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).
- ☐ Approval letter from sanitary sewer provider (if other than the Town of Windermere).
- ☐ Copy of the onsite sewage disposal system construction permit issued by Orange County Health Department (if applicable).
- ☐ Orange County Impact Fee Statement (multi-family only).
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed building construction plans.
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed site / plot plans.
- ☐ Two (2) paper sets and one (1) electronic set of signed and sealed floor and roof truss engineering.
- ☐ Two (2) copies of completed and signed Statewide Product Approval Specification Form.
- ☐ Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Two (2) copies of completed and signed energy and equipment sizing calculations.

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

<u>SITE PLAN / PLOT PLAN</u>

- ☐ Lot number
- ☐ Address / Legal Description
- ☐ Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations with setback from property line
- ☐ Survey type
- ☐ Existing easements: drainage, utility, etc.
- ☐ Building separations, if applicable
- ☐ Location of septic systems
- ☐ Flood zone reflecting current FEMA map revision date
- ☐ Lot grading type (A,B,C, etc.)
- ☐ Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for type A and B lots)
- ☐ Lot corner elevations and break point elevations
- ☐ Drainage swales (if applicable) with profile view

☐ Proposed finished floor elevation

BUILDING PLAN

☐ Construction documents shall indicate code edition being applied
☐ Construction type
☐ Plans to minimum 1/8" scale
☐ Designer information: name, address, registration #, seal and signature on all pages
☐ Page size minimum 22" x 34"
☐ All pages numbered and labeled
☐ Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)

- Ultimate design wind speed (Vult)
- Nominal design wind speed (Vasd)
- Risk category
- Exposure category
- Enclosure classification
- Internal pressure coefficient
- Component and cladding design wind pressures in terms of psf
- Structural Calculations, if necessary

FLOOR PLAN

☐ Building area tabulation
☐ Room size
☐ Corridors
☐ Stair location/guardrails
☐ Safety glass locations
☐ Egress door and emergency escape windows sizes and location
☐ Stairs construction requirements
☐ Special column/post anchorage
☐ Interior load bearing wall locations
☐ Shear walls
☐ Down cells
☐ Lintel schedule
☐ Attic access
☐ Accessibility restroom (door) location
☐ Fire resistant assemblies
☐ Identify options to be used

FOUNDATION / SLAB

☐ Filled cells with reinforcement locations
☐ Footer denotation/details
☐ Footers minimum 12" below grade
☐ Interior bearing walls/pads
☐ Porch pads/footers
☐ Brick ledge detail
☐ Slab thickness/steel/fiber mesh
☐ Vapor barrier/termite treatment type
☐ Reinforcing steel over lap
☐ Relieving arch steel at pipe penetrations
☐ All wood minimum 6" above grade
☐ Crawl space ventilation
☐ Termite shields

ELECTRICAL

- ☐ Service riser diagram
- ☐ Electrical load calculations
- ☐ Bonding/Grounding to foundation steel
- ☐ Service location
- ☐ Panel locations
- ☐ Receptacle lay out
- ☐ GFCI protection
- ☐ AFCI protection
- ☐ Tamper resistant outlets
- ☐ Ceiling fans
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights
- ☐ Smoke/CO alarm locations hard wired, interconnected and battery backup

ELEVATION (front, rear and side views)

- ☐ Attic ventilation
- ☐ Roof pitch
- ☐ Roofing material
- ☐ Exterior finish/stucco thickness
- ☐ Height/bearing elevations
- ☐ Window and door opening locations
- ☐ Chimney location/height

MECHANICAL

- ☐ Equipment location
    - Anchorage for condenser
    - Protection in garage locations
    - Clearances at equipment
    - Structural detail for air handler in attic
- ☐ Room ventilation
    - Duct layout (usually in energy calculations)
    - R-value of ducts
    - CFM's
    - Balanced return/ducted, transfer ducts or grilles
- ☐ Exhaust
    - Bath exhausts size and termination
    - Dryer exhaust discharge/make up air
- ☐ Energy calculations with equipment sizing calculations
- ☐ Skylights

PLUMBING

- ☐ Plumbing waste riser diagram
- ☐ Water heater location
- ☐ Fixture location

FUEL GAS

- ☐ BTUs each outlet and total BTUs
- ☐ Pipe type and total length
- ☐ LP regulator and model type
- ☐ Combustion air vents

☐ Location of equipment
☐ Venting
☐ Gas Type
☐ Gas Pressure
☐ Gas piping riser

ROOF TRUSS LAY OUT

☐ Truss I. D. #s
- Layout
- Signed/Sealed truss engineering package

☐ Strapping/fasteners

DETAIL SHEETS OR NOTES

☐ Footings
☐ Beam to wall and/or post attachments
☐ Post/column and beam construction
☐ Interior bearing walls
☐ Stairs section
☐ Chimney construction
☐ Dormer construction
☐ Floor framing
☐ Entry construction
☐ Arched windows
☐ Bay windows
☐ Frame to block connections
☐ Knee wall construction
☐ Sky light framing
☐ Top plate splicing requirements
☐ Steel requirements (footer, lintel, vertical pour)
- Grade
- Over lap

☐ Veneer
☐ Shear wall locations and construction
- Connectors
- Fasteners

☐ Roof sheathing & diaphragms
- Fasteners
- Blocking

☐ Wall and gable sheathing fastening
☐ Gable end, frame and block, vaulted and flat
☐ Conventionally framed roof members
☐ Glass block
☐ Bearing opening strapping/anchorage
☐ Bearing/non-bearing wall detail
☐ Typical wall section detail, one and two story, block and frame, for all scenarios
- Connectors
- Anchorage bolts
- Materials and assembly

☐ Garage and swing door buck fastening
☐ Ceiling diaphragms
- Blocking

☐ Any conventional framing

MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS

☐ Roofing installation instructions & compliance with ASTM standards
☐ Window and mullion installation instructions
☐ Garage door, sliding glass door and swing door installation instructions
☐ Siding installation instructions
☐ Soffit installation instructions
☐ Glass block installation instructions
☐ Engineered lumber products installation instructions

PRODUCT APPROVAL

☐ Completed Product Approval specification sheet
- FS 553.842, FAC 61G20-3

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