



CITY OF WINTER GARDEN
300 WEST PLANT STREET
WINTER GARDEN, FL 34787

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WINTER GARDEN • A charming little city with a juicy past.

Minimum Residential Electronic Permit Submittal Documents

(Additional Construction Documents shall be required on site for inspections)

ALL ELECTRONIC CONSTRUCTION DOCUMENTS SHALL BE SUBMITTED BY FTP TRANSFER, CD-RW DISK, OR FLASHDRIVE WITH ALL DOCUMENTS IN PDF FORMAT

ELECTRONIC ADMINISTRATIVE DOCUMENTS:

1. Permit Application
2. Power of Attorney (one submitted for each contractor and for permit runner)
3. Administrative Service Form (for first time applicants – annually renewed at \$15.00)
4. Floor Plan with 1 copy of survey attached (including address for Orange County Tax Assessor no larger than 8 ½ x 11).
5. Top page of energy calculations (completely filled out for The State of Florida)
6. Septic Tank Permit (from Orange County)
7. Utility Contract
8. Back Flow Permit Application
9. Site Requirements, Plot plan with digital signature (survey including driveways, drainage types, finished floor elevations, street elevations, and showing location of septic tank and drain field if existing)

ELECTRONIC CONSTRUCTION DOCUMENTS WITH DIGITAL SIGNATURE: THE SECURITY SETTING SHALL PERMIT COMMENTING SO OVERLAY OF CITY APPROVED STAMPS MAY BE APPLIED.

FBC-107.3.5 Minimum plan review criteria for buildings.

The examination of the documents by the building official shall include the following minimum criteria and documents: a floor plan; site plan; lot grading plan, foundation plan; floor/roof framing plan or truss layout: all fenestration penetrations; flashing; and rough opening dimensions; and all exterior elevations: (upon review, additional information may be required on a case by case bases).

Residential (one and two-family)

1. Site Requirements, Plot plan with digital signature (survey including driveways, drainage types, finished floor elevations, street elevations, and showing location of septic tank and drain field if existing)
2. Fire-resistant construction (if required)
3. Fire
4. Smoke detector locations
5. Egress
Egress window size and location, stairs construction requirements
6. Structural requirements shall include:
Wall section from foundation through roof, including assembly and materials connector tables wind requirements structural calculations (if required)
Flood hazard areas, flood zones, design flood elevations, lowest floor elevations, enclosures, equipment, and flood damage-resistant materials
Florida Product Approval Certification Numbers for all exterior windows, doors, and cladding products
7. Accessibility requirements: show/identify accessible bath
8. Impact resistant coverings or systems
9. Energy Calculations including EPL display card, manual J, duct/grill size and layout