



CITY OF CASSELBERRY COMMUNITY DEVELOPMENT

BUILDING PERMIT APPLICATION

Phone: (407) 262-7700

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95 Triplet Lake Drive, Casselberry, FL 32707

www.casselberry.org

BUILDING PERMIT APPLICATION CHECKLIST

Please provide the following required information. All items may not be applicable.

- BUILDING PERMIT APPLICATION FORM – Complete and Signed
 - TYPE OF PERMIT _____
 - If General Contractor is pulling the permit, Electric, Plumbing & Mechanical sub-contractors must give POA for that specific address so the General Contractor can pull their permit. Permits cannot be pulled separately.
 - CONTRACTOR/SUBS INFORMATION – The following must be submitted to the Building/Fire Safety Division by contractors:
 - Proof of Workers Compensation listing City of Casselberry as certificate holder or Letter of Exemption
 - Copy of Current State License and Seminole County License if a Registered Contractor
 - Occupational License
 - Copy of Contract, Work Order or Estimate
 - Proof of Liability Insurance listing City as Certificate Holder
 - OWNER/BUILDER DECLARATION – An owner/builder declaration must be signed when a property owner acts as their own contractor.
 - NOTICE OF SPECIAL INTERCEPTOR FORM – Must be completed by the applicants authorized agent and approved by the City Engineer for all projects that are associated with food preparation and produce liquid waste containing grease. The form is available on the City's web site at www.casselberry.org.
- CONSTRUCTION PLANS – Two (2) sets of plans signed and sealed by a Florida Design Professional (maximum size 30" x 42") in compliance with the Florida Building Code and including the following if applicable:
- Energy Calculations
 - Structural Details Designed to 110 MPH Wind Load
 - Mechanical, Electrical and Plumbing Design
 - Fire Sprinkler Design Criteria
- SITE PLAN OR SURVEY – For all projects involving changes to the site, two (2) full site plans/surveys showing:
 - Property Lines with Lot Dimensions,
 - Easements
 - Total Building Area, both Current and Proposed
 - Impervious Surface Area Calculations
 - Location and Size of Mechanical Equipment Pads, Pool Equipment, etc
 - Location and Size of Porches, Patios, Steps, Driveways, Sidewalks, etc
 - Location and Size of Existing Trees
 - DRAINAGE PLAN – For all projects involving the addition of impervious area or effecting lot drainage, two (2) full drainage plans indicating:
 - Existing Lot Drainage Patterns
 - Proposed Lot Drainage Patterns
 - Proposed Finished Floor Elevation
 - HOMEOWNER ASSOCIATION or CONDOMINIUM ASSOCIATION APPROVAL LETTER if applicable