



Aluminum Structure Permit Guidelines

Building Permits are to be applied for using the City of Sanford online portal:

www.citizenserve.com/sanford

SUBMITTAL REQUIREMENTS

(The following paperwork shall be uploaded in .pdf format for review)

- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- Provide a site plan indicating proposed location.
- Provide digitally signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings
 - Indicate all details and options that apply.
 - Digital plans are required to be submitted as 1 file, with each page digitally signed & sealed
- Provide a site specific layout for the structure with minimum 1/8" per foot scale. Include all framing sizes and types. Include any electrical devices to be added.
- Florida Product Approval, including manufacturer installation instructions and product evaluation reports, for composite or elite roofing systems. (If applicable)
- For Sunrooms – must designate specific Sunroom Category on the signed and sealed plans, in accordance with FBC R301.2.1.1.2

Please Note: Infill installations where screen is being installed and the main structural members are already in place (roof and walls) do not require a Building Permit.

- Infill with any other material (such as windows or doors) will require a Building Permit