



Shed / Gazebo / Pergola 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.

Shed 10' x 12' or less:

- Signed & Notarized "Shed Affidavit"
- Provide a site plan indicating proposed location and distance to property lines (all sizes)

Gazebo / Pergola 10' x 12' or less:

- Provide construction plans (legibly hand-drawn or drafted) indicating in detail how the structure will be built. All framing members and sizes as well as framing connectors must be specified
- Foundation detail – how will structure be secured to the foundation
- Provide a site plan indicating proposed location and distance to property lines (all sizes)

Shed / Gazebo / Pergola greater than 10' x 12':

- Provide digitally signed and sealed engineered drawings. Plans are required to be in electronic (.pdf) format. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings
 - Plans must be submitted as (1) document, not individually by page
- Completed and signed Sanford Product Approval Specification Form
- Florida State Department of Community Affairs Approved Building (if applicable)
- Provide a site plan indicating proposed location and distance to property lines (all sizes)