

## **City of Oviedo**

### **Aluminum Structures Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of applicable contractor's license issued by the State of Florida.
- 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 worker's compensation insurance coverage and naming the City of Oviedo 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 the owner is the applicant).
- Two (2) site plans indicating proposed location.
- Two (2) copies of the signed and sealed engineered drawings. OR  Two (2) copies of previously mastered filed plans. Indicate all details and options that apply.
- Two (2) copies of a site specific layout for the structure with minimum 1/8" per foot scale. Include all framing sizes and types.

*These guidelines were compiled to assist the applicant in preparing an aluminum structure permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*