

City of Oviedo

Shed / Gazebo 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 (if contractor is applicant).
- 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. (if contractor is applicant)
- Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder. (must be submitted with each application if contractor is applicant)
- 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 owner is applicant).
- Four copies (4) of the property survey indicating proposed location and distances to property line(s).
- Shed or Gazebo 10'x 12' or less:
 - Proof of compliance with Florida Product Approval. F.S. 553.842 and Florida Administrative Code 61G20-3 (Roofing material information)
 - Four (4) copies of manufacturer's installation instructions or plans.
 - Commonly accepted construction practices with appropriate tie downs or;
 - May use ANSI / AF&PA WFCM wood frame construction manual for one and two family dwellings.
 - May use WPPC Guide to wood construction in high wind areas.
 - Florida State Department of Business and Professional Regulation Approved Manufactured Building.
- Shed or Gazebo greater than 10' x 12':
 - Four (4) sets 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.
 - Proof of compliance with Florida Product Approval. F.S. 553.842 and Florida Administrative Code 61G20-3 (if applicable)
 - Four (4) copies of manufacturer's installation instructions.
 - Florida State Department of Business and Professional Regulation Approved Manufactured Building. (if applicable)

These guidelines were compiled to assist the applicant in preparing a Shed / Gazebo permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.