

Town of Windermere
Wall Permit Application Guidelines
(Brick, Block, etc.)

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

- Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number. Indicate linear footage, height, number of gates, and type of material.
- 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 General Liability insurance coverage and naming the Town of Windermere as certificate holder.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Windermere 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).
- Two (2) paper sets and one (1) electronic set of site plans indicating proposed location.
- Two (2) paper sets and one (1) electronic set of the 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 and structures.

These guidelines were compiled to assist the applicant in preparing a wall permit application and may not be complete. The applicant is required to meet all Town of Windermere, state, and federal code requirements.