



City of Auburndale

Glass Room Guidelines

Revised September 2021

Please include the following items in the order shown below.

Permit Applications

- **Electrical Permit Application**
- **Mechanical Permit Application**

Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. An Electrical Permit Application is required, and the plan must show the electrical layout. If the room is to be conditioned (heat/cool), a Mechanical Permit Application is required along with a copy of the required **Energy Form 401-2017**. For further information or questions on the completion of the permit applications, contact Construction Services at 863-965-5530 or permit@auburndalefl.com

Owner-Builder Affidavit

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

Plot/Site Plan

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

Complete Set of Plans

The Residential Plan Review Checklist is a complete and concise illustration of the proposed work prepared in sufficient clarity to indicate the location, nature, and extent of the proposed work. The work must show in detail that it will conform to the provisions of the Florida Building Code,

City of Auburndale ordinances, all State of Florida statutes applicable thereto. All structural elements of the plan are required to be signed and sealed by a design professional.

Notice of Commencement

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

City of Auburndale Product Approval Checklist

The Product Approval Checklist must be submitted. Provide the Product Approval Numbers and the corresponding installation sheets.

Health Department Septic Tank Permit

If this property is served by a septic system, a copy of the Health Department Approved Septic Tank Permit with the original approved stamped plans must be submitted.

Customers, please send questions, comments, and suggestions for these guidelines to permit@auburndalefl.com. We update this list periodically.