



CITY OF APOPKA
Community Development Department
ENGINEERING DIVISION
120 East Main Street, 2nd Floor
Apopka, Florida 32703

PHONE – 407-703-1718 / FAX – 407-703-1791

SURVEY APPROVAL PROCEDURES

Foundation and Final Surveys received in the Engineering Division prior to 8:30 a.m. will be processed for Engineering and/or Zoning Division approvals and then forwarded to the Building Division by noon the same day. Building Permit applicants may call the Building Division at 407-703-1713 after 12:00 p.m. to schedule inspections for the next day.

Surveys received after the 8:30 a.m. deadline will be processed for delivery to the Building Division by noon of the next day with inspections to be scheduled for the following day.

THERE WILL BE NO WALK-THROUGH APPROVALS.

Note: Maximum size of surveys is 8 ½" x 14" using a legible scale, unless a disk of the survey in PDF format is provided.

Foundation/Mono-Slab (prior to slab pour) Surveys must be certified and indicate:

1. Finish floor elevations
2. Center line of adjacent road elevations
3. Sewer cleanout elevation at the right-of-way and verification that the standards for sewer pipe slope can be met.
4. Front, rear and side setback dimensions
5. Mean high-water line and existing water line

Final Surveys must be certified and indicate:

1. Finish floor elevations
2. Center line of adjacent road elevations
3. Front, rear and side setback dimensions
4. Mean high-water line and existing water line
5. Elevations are required at 20' increments along the rear lot line and along the side lot lines.

If all required information is not on the survey, it will be REJECTED and will have to be re-submitted with the proper information.

PLEASE NOTE: WHEN SETBACK ENCROACHMENTS ARE INDICATED ON FOUNDATION SURVEYS, NO BUILDING INSPECTIONS WILL OCCUR UNTIL RE-SUBMISSION OF SURVEY IN ACCORDANCE WITH CITY REQUIREMENTS. WHEN STRUCTURES APPEAR ON FINAL SURVEYS WHICH WERE NOT SHOWN ON FOUNDATION SURVEYS, NO FINAL INSPECTIONS WILL OCCUR FOR CERTIFICATE OF OCCUPANCY UNTIL RE-SUBMISSION OF SURVEY IN ACCORDANCE WITH CITY REQUIREMENTS.

For clarification of above, contact Engineering at 407-703-1718.