



One & Two Family Residential Permitting

procedure guide
Building & Permitting Services Department



City of Winter Park
Building & Permitting Services Department
401 S Park Ave.
407-599-3237
www.cityofwinterpark.org

W e l c o m e

The City of Winter Park and the Building and Permitting Services Department wish to welcome you. This document has been designed to help navigate you through the construction of a new single family residential project in the City of Winter Park. Our mission is to provide you with excellent customer service and help you in delivering a safe and successful project.

While every project has its own defining characteristics, there are several major steps in every project and this guide will help to explain these steps and lead you through them. They typically include building permit submittal, the plan review process, issuance of the permit, actual construction of the project along with the scheduled inspections, and finally completion and issuance of a certificate of occupancy.

We strongly recommend that you and your designer meet with our Permitting Staff early in the process as this helps to ensure the project is headed in the right direction and meets City building standards. Verifying Building Code used, building setbacks, utility locations, lot drainage, required tree protection and demolition requirements of existing structures are just a few of the items that frame the starting point for your project. Our staff is available to meet in person, by phone or through email correspondence.

At any point during your project please feel free to contact our staff regarding any issues or questions you might have. Again, welcome to our Building and Permitting Department and let us know how we can assist you. Let's get started!

City of Winter Park
BUILDING & PERMITTING SERVICES DEPT.
401 Park Avenue South
Phone 407-599-3237,
Fax 407-599-3499
www.cityofwinterpark.org
buildinginfo@cityofwinterpark.org



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What Are My Setbacks?

What Are My Setbacks?

One of the most often asked questions is: **What are my setbacks?** The answer is, call our office at 407-643-1660 as each property may vary due to zoning classification, lot width, lot area, adjacent properties, and proposed floor area on the subject property. Our Setback/Coverage Worksheet and guide will help you determine this information for a specific property.

FRONT SETBACKS:

Front setbacks are typically determined by an average distance to the main structure of the two properties on either side of the subject property. If you have a corner lot, it is determined by the average distance to the main structure of the three adjacent properties on the same block. If these distances have not been measured by a surveyor or are available, we will measure and determine the required front setback.

CORNER LOTS: The side of your lot that has the smallest street frontage is considered the front. The other side with the longer street frontage is considered the "street side yard." The width of the property will then determine the "street side yard" setback.

SIDE SETBACKS:

Side setbacks are determined by a percentage of the lot width based upon the lot area. Typically the setback is 12.5% of the lot width for the first floor and 17.5% of the lot width on the second floor (but not in all cases). These percentages increase if additional floor area is proposed. [Gross floor area includes all area under roof including second floors, garages, porches, and accessory structures]. Lot width is typically the width of the lot at the front setback line or at the front wall of an existing home.

REAR SETBACKS:

Rear setbacks are typically 25ft to the first floor and 35ft to the second floor measured from the rear lot line.

BUILDING HEIGHT:

Typically, 30 feet from existing grade is the typical height limitation. However, lots exceeding 80 feet in width may utilize a height of 35 feet at areas on the home located at least 20 feet from the side property line.

If you need clarification on these criteria for a permit please call or come to this department for assistance.

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SETBACK / COVERAGE WORKSHEET

For Single Family Zoning Districts (R-1A, R-1AA & R-1AAA)¹

Address: _____ Lot width²: _____

Submitted by: _____ Lot area³: _____

	Maximum % Allowed ⁴	Existing Area ¹⁰	Additional Proposed Area ¹⁰	New Total Area	Maximum Allowed Area
IMPERVIOUS LOT COVERAGE Include bldg footprint, driveways, sidewalks, patios, swimming pools, A/C pads, etc.	2 story - 50% 1 story - 60%				
FLOOR AREA RATIO (F.A.R.)^{5,6} For one and two story bldgs (include 1st & 2nd floors, garages/carpools, stair areas on both floors, areas on 2nd floors which are open to the 1st floor ⁷ , and accessory bldgs. EXCLUDE - pool screen enclosure areas and certain open front, side & rear porches ⁸ .	Lots < 11,600 sf: Use <u>38%</u> Base FAR or w/ increased side setbacks: <u>43%</u> Max FAR				
	Lots 11,600 sf to 13,600 sf Use <u>4,500 sf</u> Base area & <u>5,200 sf</u> Maximum area				
	Lots > 13,600 sf Use <u>33%</u> Base FAR or w/ increased side setbacks: <u>38%</u> Max FAR				
SCREEN POOL ENCLOSURE	8% ⁹				

	Minimum % Required	Existing Area ¹⁰	Landscape Area Reduced ¹⁰	New Total Area	Minimum Required Area
FRONT YARD LANDSCAPE COVERAGE Count all landscaped green areas - exclude hard surfaces and all driveway surfaces (pervious & impervious).	50%				
Front Lot Area:					

NOTES:

1. Windsong & Waterbridge may use these standards, except lot types A, B, & C in Windsong. Provisions on side articulations & accessory bldgs are mandatory.
2. Lot width measured at the front bldg line across lot. The bldg line is located at the required front setback for vacant lots or front bldg wall closest to the street of existing homes. For unusual (pie) shaped lots, an average lot width may be utilized as measured between the front setback line and the required rear setback line or shall be determined by the Building Director. For a proposed home, determine the front setbacks described on page 2.
3. Submerged lands or land across the street shall not be included.
4. Percentage based on the lot area.
5. One story homes with a sloping roof, 12:12 or less, may utilize the maximum F.A.R. and may provide roof dormers, 8 ft maximum width and 2.5 ft back from the required setback, occupying 45% of roof area within the same roof plane.
6. See page 3 on how to achieve maximum F.A.R.
7. Vaulted and cathedral ceiling areas count twice if the height from the floor to the ceiling is 17.5 feet or greater.
8. The area of open front porches and entries may be excluded from the gross floor area subject to a maximum area of 400 square feet. The area within an open or screened rear and/or side porches, lanai, porte cochere or other covered areas may be excluded from the gross floor area up to 500 sf of floor area. On 2nd floor, rear and/or side porches shall have an exterior sides that are 75% open in order to utilized up to 300 sf of the total 500 sf excludable gross floor area. Utilizing this exemption requires a deed covenant to be recorded, outlining the restrictions precluding the enclosing of side and/or rear porches; and enclosing and screening of front porches.
9. Any area not already used in the permitted floor area ratio (FAR) may be added to this 8% for additional screened pool enclosure area.
10. These columns only apply to existing homes.

SETBACKS (complete boxes A and B first)

	Minimum Allowable Dimensions		Existing	Proposed
FRONT	Average of 2 adjacent homes on each side. If corner lot, use 3 adjacent homes.			
SIDES ^{1,2} (see other side setback options on pg 4)	1st Floor	See pages 3&4	Left Right	Left Right
	2nd Floor	A B	Left Right	Left Right
REAR ^{1,3,4}	1st Floor	25 ft		
	2nd Floor	35 ft ⁵		
CORNER LOT	Lakefront	see note 6		
	1st Floor	Lot width ≤ 65 ft		
	1st Floor	Lot width > 65 ft ⁷		
	2nd Floor	Lot width ≤ 65 ft		
	2nd Floor	Lot width > 65 ft ⁷		
BUILDING HEIGHT ^{8,9,10,11,12}	30 ft - 35 ft plus 2 ft or 40 ft (see notes 11 & 12)			

Notes:

1. Any building wall that exceeds 12 ft in height measured from natural grade to top of wall plate or truss kneewall must meet the setbacks for the 2nd floor.
2. Accessory buildings' maximum side wall height (natural grade to roof sheathing) shall not exceed 10.5 ft and interior side setback is 5 ft minimum (no gable end allowed) for garages up to 600 sf, pool cabana up to 500 sf and all other accessory buildings up to 320 sf. Other accessory buildings used for habitation shall meet setbacks of the main residence.
3. Rear setbacks for properties abutting non-residential zoned, R-3/R-4, or a permanent stormwater retention area over 25 ft in width may be 10 ft.
4. Accessory buildings: garage/carport up to 820 sf, pool cabana up to 500 sf and storage bldg up to 320 sf - minimum rear setback shall be 10 ft. Other accessory buildings used for habitation shall meet setbacks of the main residence.
5. The rear setback may be reduced to 25 ft for two-story components when those consist of a second story loft or mezzanine that is within the normal scale and 18-ft max height of a typical one-story structure.
6. Require Planning & Zoning commission approval. Lakefront setback is based on the average setback established by the adjacent residences within 200 ft or 50 ft, whichever is greater, measured from ordinary high water line.
7. Setbacks given are measured on the side yard adjacent to the street & lots over 75 ft with 1st and 2nd floor setbacks of 25 ft may reduce the rear setback by 5 ft on each floor.
8. Building height is the vertical distance measured from the average elevation of the existing lot grade measured directly adjacent to the front of the building or proposed building.
9. No building or portion thereof shall exceed 30 ft in height except for homes with a roof slope of 8:12 or greater may be permitted to have 2 ft additional building height.
10. Accessory building that exceeds 18 ft in height shall meet the same setbacks as the principal building on the property.
11. Properties or lots with at least 80 ft of width at the building line are permitted to have a building height of 35 ft if the side setbacks are increased to 20 ft at 30 ft above the side lot line. Exception: homes with a roof slope of 8:12 or greater are permitted 2 ft of additional building height.
12. Properties or lots exceeding 50,000 sq. ft. in size with at least 100ft width at the building line may be permitted building heights of 40 ft if side setbacks are increased to 35 ft to the portion of the roof over 30 ft in height.

SINGLE FAMILY ZONING STANDARDS ADOPTED 2/22/10 (revised 6/11/12 & 9/24/12) – CITY OF WINTER PARK

SETBACK & FLOOR AREA RATIO (FAR) CRITERIA

Side setbacks for Base FAR:

One story homes or the first floor of two story homes: 25% of the lot width in feet equally divided on each side of the home. Exceptions: Lots 60 feet wide or less use 7.5 ft. Lots over 200 feet wide use 25 feet on each side for first floor.

Setback for two story homes measured to the second story wall: 35% of the lot width in feet equally divided on each side of the home. Exception: Lots which are 60 feet wide or less use 10 feet to the second floor wall. Lots over 200 feet wide use 35 feet on each side for second floor.

Side setbacks for increased FAR above base FAR for 2 story homes:

Increase the side setback on both floors in feet by 1% of the lot width for each 1% increase in the floor area up to a maximum allowable increase of 5% for properties less than 11,600 square feet in area or for properties over 13,600 square feet in area.

For properties between 11,600 to 13,600 square feet use 4,500 square feet of gross floor area as allowable base area. This base area may be increased to a maximum of 5,200 square feet by increasing the side setback in increments of 140 square feet for each 1% increase in the side setbacks until reaching the maximum of 5,200 square feet. For example, to allow a gross floor area of 4,640 square feet (4,500 + 140), the required side setbacks must be increased by 1% on both floors or 26% of the lot width on the first floor and 36% on the second floor.

Exception to allow 5% increase in the floor area ratio for lots which are 60 feet wide or less and shall use the second floor setback of 12.5 feet.

General side setback rules: Lot width is measured at the building line (front setback) across the front of the existing or proposed home. The required setback must be rounded up to the next whole number when the required setback number is one half foot or greater, and rounded down to the next whole number when the required setback is less than one half foot. Lots over 200 feet in width shall use the required setback for lots which are 200 feet in width.

Special provisions for one story homes or homes with the second floor located within a sloping roof:

The max roof slope is 12:12 or less and the allowable floor area ratio may be increased by up to 5% for properties less than 11,600 square feet in area or properties over 13,600 square feet in area. For properties with lot areas between 11,600 to 13,600 square feet, a gross floor area of up to 5,200 square feet is **permitted**. Homes qualified to receive this additional special floor area allowance may provide roof dormers with a maximum width of 8 feet, occupying up to 45% of the roof area within the same roof plane and the dormer(s) must be placed at least 2.5 feet back from the required setback of the home. One story homes may utilize a maximum allowable impervious coverage of 60%.

Special provisions for one or two story homes on lots over 60 feet and up to 110 feet in width which have a first floor side wall height of 11 feet or less measured from the natural grade to the top of the roof sheathing may utilize a side setback of 10 feet to the first floor wall. Gable end walls with a maximum width of 24 ft and maximum roof height of 24 ft may be allowed. A one story home with a flat roof may utilize the 10 ft setback with a maximum roof height is 13 ft.

Special side setback options for narrow lots with rear parking areas or garages:

- **Lots 65 feet wide or less:** 11-ft setback on one side (1st and 2nd floors) to allow driveway to the rear. 6-ft 1st floor setback on the other side with a wall height limit of 11 ft measured from natural grade to roof sheathing and 10-ft 2nd floor setback. 1-ft setback for driveway may be allowed subject to not diverting drainage to adjacent property. OR
- **Lots 60 feet wide or less:** 10-ft setbacks on one side (1st and 2nd floors) to allow driveway to the rear. 8-ft setback on the other side (1st and 2nd floors). 1-ft setback for driveway may be allowed subject to not diverting drainage to adjacent property.

The tables below provide examples of the required side setbacks for various lot widths in accordance the required per cent of lot width. Setbacks for lot widths not shown will vary from the setbacks in the table based on the lot width and gross floor area of home. See "Setback and Floor Area Ratio Criteria" (page 3) for specific application to a property width at the building line if lot width is not listed in the tables.

Use for Base Gross Floor Area

Setbacks Based on % of lot width at 1 st & 2nd floors Using 25% - 35%									
Lot width	50'	60'	75'	80'	90'	100'	125'	175'	200'
1 st floor setback [25%]	7.5'	7.5'	9'	10'	11'	13'	16'	22'	25'
2 nd floor setback [35%]	10'	10'	13'	14'	16'	18'	22'	31'	35'

Use for Maximum Gross Floor Area

Setbacks Based on % of lot width at 1 st & 2nd floors Using 30% - 40%									
Lot width	50'	60'	75'	80'	90'	100'	125'	175'	200'
1 st flr setback [30%]	7.5'	9'	11'	12'	14'	15'	19'	26'	30'
2 nd floor setback [40%]	12.5'	12.5'	15'	16'	18'	20'	25'	35'	40'

Open front porches: Open front porches or entry areas utilizing the setback exception or the FAR exclusion (400 s.f.) shall have a maximum height of 12 feet from grade to the wall plate or to the top of the beam above the columns. Porches with a front facing gable end wall are limited to an additional 6 feet of height (within the front setback). The exterior sides of these porches must be approximately 75% open when measured from the floor to the underside of the opening with a maximum enclosed area of 3 feet above the opening to the wall plate or top of the support beam.

Side wall articulation shall meet one of the following options:

1. For new homes, step the side wall at least 2 ft in or out for a minimum length of 6 ft when sidewall plane extends more than 36 ft. This articulation may project into the required setback by 2ft. For bay windows, chimneys (real or imitation) up to 8 ft wide.
2. For existing homes, additional distance without articulation up to 12 ft to an existing side wall length of 48 ft is permitted for one story homes.
3. Garage side entry wall 24 ft from the side lot line with entry door(s) recessed at least 8 inches from the exterior plane of the garage wall.
4. A wall with 25% glazed openings recessed at least 2 inches from the side wall plane at 48 ft maximum length.
5. An opened or screened porch in line with the side wall plane and roof line at the rear of a one story home.
6. Contrasting materials, such as brick, stone, siding or similar materials, with at least 3 inches in depth and at least 12 inches articulation recess in lieu of option #1.

See Accessory Building Worksheet for Garages and Carports.

CRITERIA ON THESE 4 PAGES COVERS MOST, BUT NOT ALL REQUIREMENTS FOR DWELLINGS. SEE ACTUAL ZONING ORDINANCE FOR COMPREHENSIVE REQUIREMENTS.



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Residential Permit Submittal and Review

The Building and Permitting Services Department has developed a checklist to help ensure that all the necessary documents are provided prior to permitting. This checklist is located on our webpage as well as in our office.

With the provision of all required documents delineated on the checklist the permit applicant can deliver these documents to our office for permit submittal. Our office our Building & Permitting Division permit technicians will check your submittal office staff will verify that all documents noted on the checklist have been provided. Once verified, the permit technician will issue a permit number for the project. This permit number will be used throughout the duration of the project in order to check on the permit issuance status and to schedule inspections after issuance of the permit.

The Winter Park Permitting Staff has set a goal for review times for new single family residential projects at 14 business days. As each of our departments complete their plan reviews, the status of their review will be posted immediately on our website for easy access. To track your plans status, please visit the City's website at www.cityofwinterpark.org. Click on the Online Forms and Resources button on the home page. Select Building Inspections/Plan tracking status. Enter the permit number. The following page will display the status. A status of "APP" indicates approved. A status of "AWC" indicates approved with conditions.

The applicant must review and address these comments to continue processing submitted plans toward approval. A status of "HLD" indicates that corrections need to be addressed and new documentation must be submitted. While you may contact any of our reviewers for any clarification on Hold comments, no new documents may be submitted until all reviewing departments complete their review. When all reviews have been completed then all department comments may be addressed under a single plan revision application submittal.

When all comments have been addressed and a status of "APP" or "AWC" is shown, the permit will then be processed for issuance. The contact person listed on the permit application will receive a call from the Building & Permitting Department when the permit is ready for issuance.

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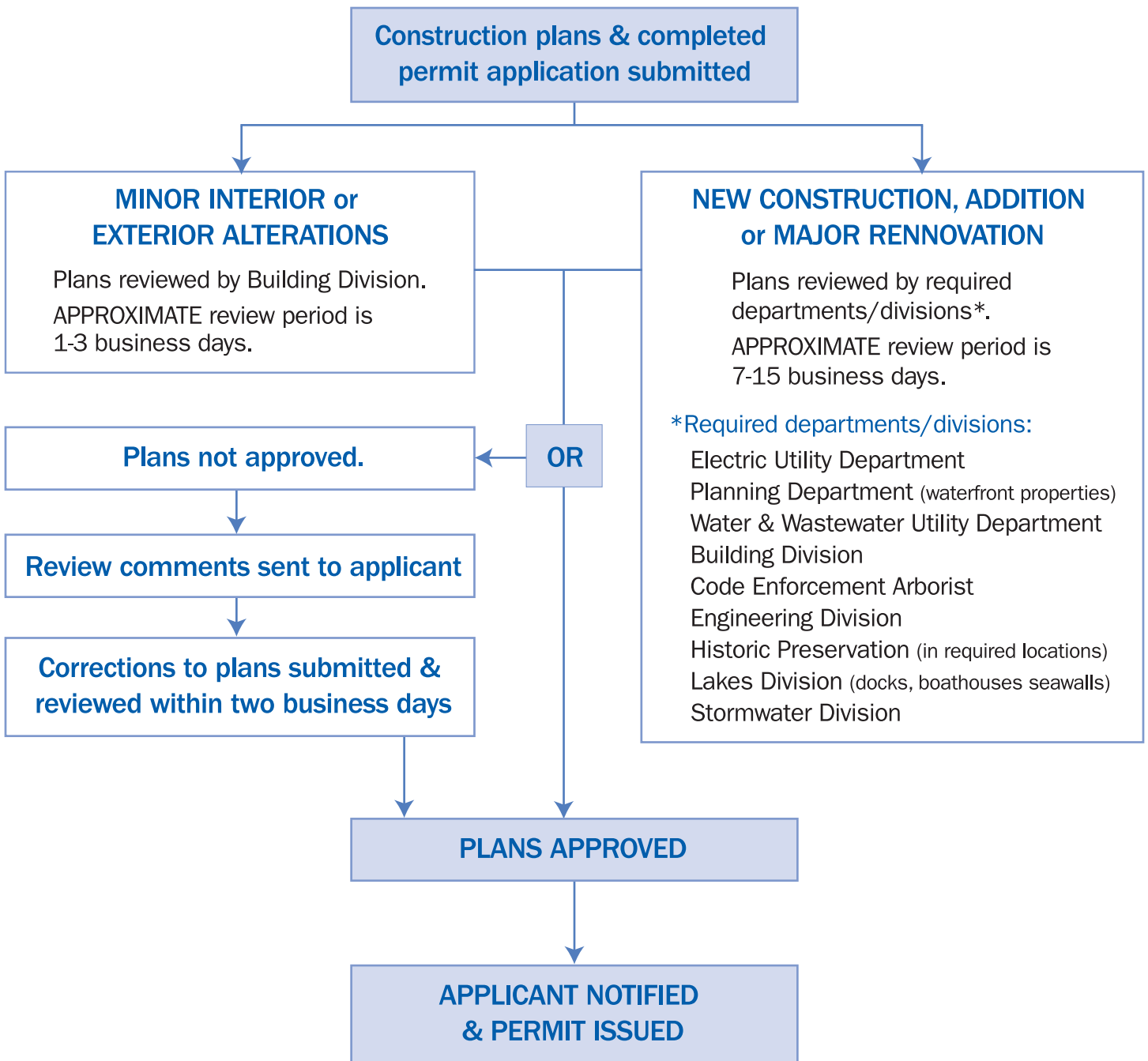


Residential

Construction Permitting & Plan Review

approval process

PERMIT EXPIRES IN SIX MONTHS IF WORK NOT STARTED AND INSPECTED.





**CITY OF WINTER PARK
BUILDING & PERMITTING SERVICES
DEPARTMENT**
permits@cityofwinterpark.org

NOTICE: Provision of these items is required to process your permit application

*

**NEW CONSTRUCTION, ADDITION OR MAJOR ALTERATION
SINGLE FAMILY RESIDENCE**

As the applicant, I confirm that the following items have been provided as required. (Please attach items in the order listed.)

1. _____ Complete Building or Site Permit application.
2. _____ Permit valuations on the Permit Application are the actual cost of construction of the building and all building systems (such as electrical, plumbing, and mechanical systems) as reflected in the construction contract OR calculated based on latest International Code Council building valuation data, **WHICHEVER IS GREATER.**
3. _____ If a complete or partial building demolition is required to complete this project, a demolition permit must be obtained prior to release of this permit. Please contact customer service on 1st floor, City Hall to schedule and pay for utility disconnections or call 407-599-3220 for questions. Proceed with completing demolition permit application & obtaining utility disconnect signoffs with forms provided in Building & Permitting Department.
4. _____ Electrical Information Form.
5. _____ Copy of Septic Permit approved by Orange County Health Department (where applicable).
6. _____ Recent survey with topography (**include existing grade elevation near the front of the proposed structure**); and accurate location, caliper, photographs of all trees (9" diameter or greater) and location of proposed trees in compliance with the Landscape Ord. – LDC Sec.58-335.
7. _____ Tree removal permit application (when applicable). Tree permit approval is required before issuance of Building Permit (call Arborist @ 407-599-3321 for inquiries).
8. _____ Original certified copy of the recorded Notice of Commencement (when applicable) upon pickup of permit.
9. _____ Completed Setback/Coverage calculation work sheet (**green sheet**).
10. _____ Original copies of recorded Deed Restrictions for excluded front, side and rear areas; accessory living quarters.
11. _____ 4 sets of construction drawings signed, dated & sealed by FL registered engineer or architect (maximum size 24" x 36") – with inclusion of architectural, structural, elevation drawings (**showing total height of the structure from natural grade prior to construction to the highest point of the roof**), mechanical, plumbing, electrical and gas details.
12. _____ One copy (8.5" x 11") of energy calculations with Manual J and D; certified truss engineering; garage door, window and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information.
13. _____ One copy (8.5" x 11") of drainage plan including the following: grading plan showing the proposed property grades, direction of storm water flow or through the property (with current conditions and proposed improvements), details of any retention ponds and swales, including dimensions, volumes and depths. **Maximum drawing size shall be 11" x 17"**. Complete Engineering checklist.
14. _____ Copy of lakefront, stream front or canal front approval from Planning and Zoning Commission (when applicable).
15. _____ Copy of variance approval from Board of Adjustment (when applicable).
16. _____ Copy of approval from Historic Preservation Board (when applicable) for all exterior alterations, additions, fences/walls or reroofs. (Note: The entire College Quarter Neighborhood west of Rollins College is a Historic District).
17. _____ New construction located in flood hazard area to be built above the 100 year flood elevation.

Signature of Applicant _____ Print Name _____ Date _____

* Major alteration applies to improvements exceeding 50% of Orange County Appraiser's Value of the building – www.ocpaf.org

City of Winter Park Dept. of Public Works

SINGLE-FAMILY RESIDENTIAL PLAN SUBMITTAL APPLICATION CHECKLIST
ONE (1) ADDITIONAL SET REQUIRES SITE PLAN WITH DRAINAGE & DRIVEWAY INFORMATION & SITE SURVEY ONLY

Note: Failure to Submit the Required Information May Result in the Rejection of Your Permit Application. Please ensure that you have submitted all required documents.

Job Address: Permit # Owner:

Contractor Name: Phone #: Office

Company Name: Phone #: Mobile #: Fax#:

Select (1) Call with review comments (this may delay review time)
(off use only) Review as provided (review completed in five working days)

ENGINEERING: (Please / all documents that are attached and applicable).

Waste containers cannot be placed in the City's right-of-way without written approval from Public Works Dept. for right of way permitting. Call 407-599-3304.

Location of existing and proposed curb cuts and driveways

Location of existing and proposed sidewalks

UTILITIES: (Please / all documents that are attached). Phone 407-599-3566 for locate assistance.

Existing and proposed water meter locations

Proposed water meter size

Sewer lateral location or installation

Proposed sewer clean-out shown

Survey of drainage, sewer, water, or other utility easement

Lake or canal irrigation and/or well location (irrigation or potable)

Structure is on well, City water and sewer, or septic

STORMWATER: (Please / all documents that are attached).

Existing and proposed impervious area and total area tabulated. (See Building Dept. Setback/coverage form).

Provide stormwater retention per City Land Development Code, Article V, Environmental Protection Regulations - show dry retention areas on plan with dimensions, depths, and total volume provided.

Existing and proposed spot elevations including lot corner elevations and drainage patterns (note flow arrows).

Provide existing and proposed finished floor and crown of roadway elevations.

Basements - provide basement floor and estimated high ground water elevations (if applicable).

Provide dewatering and demucking procedures using best management practices (if applicable).

Provide erosion control devices (i.e. silt fences) on all disturbed areas prior and during construction.

Notice of Intent filed with Florida Department of Environmental Protection (sites 1 acre or greater).

I attest that the required documents are attached as denoted:

Signature Printed Name Date



SERVICE PLANNING

PHONE (407) 691-7800

*Attn Winter Park Electrical Customer,
To help assure the process flows as smoothly as possible with your
current project please review the below.*

*Please submit this form along with an electrical drawing, the minimum
acceptable drawing is 8.5 x 11". This form and the drawing are required
to be turned in at the time you submit your plans for a building permit*

**It is critical this information be communicated to the Electrical Utility Division.
Failure to do so may result in project delays and costly redesigns.**

THANK YOU!

Date: _____
Want Date: _____

Service Address: _____

Project Name: _____
Project Description: _____

Owner Name _____
Owner Phone # : _____

Contractor Name: _____
Contractor Phone # : _____

Electrician Name: _____
Electrician Phone # : _____

- Type:** Temporary Service
 Permanent Service
 Overhead
 Underground
- Bill to:** Owner
 Contractor

Service Characteristics

- Service Voltage:**
 1 Phase
 3 Phase
_____ AMP Main Switch

LOAD INFORMATION

A/C - _____	Tons	Sq. Ft	_____
Lighting - _____	KW		
Motor Load - _____	HP	# Units	_____
Refridg - _____	KW		
Misc. Load - _____	KW		

NOTES:



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BUILDING PERMIT APPLICATION **FBC EDITION** _____ **DATE REC'D:** _____

PERMIT # _____ New Construction Addition/Alteration Site Work Interior Demolition

PLEASE PRINT APPLICATION INFORMATION: **CONSTRUCTION VALUATION \$** _____

PROJECT NAME _____

PROJECT ADDRESS _____ SUITE/UNIT # _____

TAX / PARCEL I.D. NUMBER _____ CITY LOCATION ID # _____

OCCUPANT NAME _____

PROPERTY OWNER _____ PHONE _____

PROPERTY OWNER'S ADDRESS _____

CONTRACTOR NAME _____ PHONE _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR ST.REG./CERT.# _____ EXPIRATION DATE _____

CONTACT PERSON _____ PHONE/FAX _____ EMAIL _____

BONDING COMPANY NAME & ADDRESS _____

ARCHITECT/ENGINEER'S NAME _____ LICENSE # _____ PHONE _____

ARCHITECT/ENGINEER'S ADDRESS _____

MORTGAGE LENDER'S NAME _____

MORTGAGE LENDER'S ADDRESS _____

DESCRIPTION OF PROPOSED IMPROVEMENTS _____

BUSINESS TYPE _____ DEMOLITION PERMIT # _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, MECHANICAL AND GAS WORK.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature _____
Owner or Agent (including contractor)

The foregoing instrument was acknowledged before me the
__/__/__ by _____ who is personally known
to me and who produced _____
_____ as identification and who did not
take an oath.

Notary as to Owner _____

Commission No. _____

State of FL. County of _____

My Commission expires: _____

(SEAL)

Signature _____
Contractor

The foregoing instrument was acknowledged before me the
__/__/__ by _____ who is personally known
to me and who produced _____
_____ as identification and who did not
take an oath.

Notary as to Contractor _____

Commission No. _____

State of FL. County of _____

My Commission expires: _____

(SEAL)

Pursuant to Florida State Statute 713.135(7) – All signatures must be notarized.

PERMIT # _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY

PLANNING/ZONING INFORMATION

LEGAL DESCRIPTION LOT _____ BLOCK _____ SUBDIVISION _____
 ZONING DISTRICT _____ GROSS SQ.FT. _____ IMPERVIOUS LOT COVERAGE _____ F.A.R. _____
 HEIGHT LIMIT _____ DEED RESTRICTIONS: FRONT (Y/N) _____ REAR (Y/N) _____ LOT WIDTH _____
 NO. OF PARKING SPACES _____ NUMBER OF SEATS _____ VARIANCE GRANTED? (Y/N) _____
 LIVING (HEATED) AREA _____ GARAGE/CARPORT AREA _____ STORAGE AREA _____

BUILDING INFORMATION

ISO WORK TYPE _____	CONSTRUCTION TYPE _____	OTHER PERMITS REQD.	YES	NO
OCCUPANCY GROUP _____	DATE READY TO ISSUE _____	ELECTRICAL		
MAX. FLR. LIVE LOAD _____	BLDG. DEPT. VALUE \$ _____	MECHANICAL		
MIN. FLR. ELEVATION _____	#BLDG. _____ #UNITS _____ #STORIES _____	PLUMBING		
REVIEW FEE CE 2/3 \$ _____	TOTAL SQ.FT. _____	ROOFING		
REVIEW FEE LDC/CE 1/3 \$ _____	SQ.FT./FLOOR _____	GAS		
PERMIT FEE CE 2/3 \$ _____	MAX. OCCUPANCY _____	APP W/ CONDITIONS	YES	NO
PERMIT FEE CE 1/3 \$ _____	SPRINKLERS REQD. (Y/N) _____	BUILDING		RETURNED DATE
INSP. TRAINING FEE \$ _____	C/O REQUIRED (Y/N) _____	FIRE		_____
AFFRD. HOUSING FEE \$ _____	THRESH. INSP. REQD. (Y/N) _____	ENGINEERING		_____
SCHOOL IMPCT FEE \$ _____	PLANS FORMAT _____	STORMWATER		_____
PARKS IMPCT FEE \$ _____		W/WS UTILITIES		_____
VIOLATION \$ _____		PARKS		_____
SCANNING FEE \$ _____		POLICE		_____
OTHER FEES \$ _____	REVIEWER _____	PLANNING		_____
TOTAL \$ _____	APPROVED BY _____	CRA/HIST/ED		_____
❖ SEE BELOW FOR ADDITIONAL FEES	DATE ISSUED _____	ELEC UTILITIES		_____
		ARBOR		_____

SPECIAL CONDITIONS: _____

DEPARTMENTAL FEES		AMOUNT
BUILDING	(see above for detail)	
FIRE	REVIEW	
	INSPECTOR TRAINING	
	INSPECTION	
ENGINEERING		
STORMWATER		
WATER AND WASTEWATER		
ELECTRIC		
OTHERS		
TOTAL		

New Construction Existing Bldg Site Work Only Interior Demolition

1. #__plans routed to: Fire Engg W/WS Stmwtr Lakes PD Parks Plan'g CRA ENCO Arbor
 Routed by: _____ Date: _____ Comments: _____
2. #__plans routed to: Fire Engg W/WS Stmwtr Lakes PD Parks Plan'g CRA ENCO Arbor
 Routed by: _____ Date: _____ Comments: _____
3. #__plans routed to: Fire Engg W/WS Stmwtr Lakes PD Parks Plan'g CRA ENCO Arbor Routed by:
 _____ Date: _____ Comments: _____

CITY OF WINTER PARK PRODUCT APPROVAL COVER SHEET

PERMIT #



As required by Florida Statute 553.842 and Florida Administrative Code 9B-72m please provide the information and approval numbers for the building components listed below if they will be utilized on the building or structure.

FL approved products are listed online at www.floridabuilding.org or can be obtained from the local product supplier.

The following information must be available onsite for inspections:

- 1) A stamped copy of this Product Approval Cover Sheet.
- 2) A stamped copy of the manufacturer's information details and requirements for each product.
- 3) A stamped copy of the Internet screen showing the product and it's Florida Product Approval number, and the florida building code edition.

PRODUCT TYPE	WINTER PARK USE	MANUFACTURER	MODEL# / SERIES	FL PRODUCT APPROVAL # OR	MAIMI DADE NOA
Exterior Doors					
Sliding					
Swinging					
Sectional/Rollup					
Other					
Windows					
Single/Double Hung					
Horizontal Slider					
Casement					
Fixed					
Mullion					
Skylights					

PRODUCT TYPE	WINTER PARK USE	MANUFACTURER	MODEL# / SERIES	FL PRODUCT APPROVAL # OR	MAIMI DADE NOA
Other					
Wall Panels					
Siding					
Soffits					
Storefront					
Glass Block					
Other					
Roofing Products					
Asphalt Shingles					
Non Structural Metal					
Roofing Tiles					
Single Ply Roof					
Other					
Structural Components					
Lintels					
Insulation Forms					
Other					

* Manufacturer's installation instructions for asphalt shingles are not required to be submitted to the office, but must be available onsite. It is the applicant's responsibility to verify that specific products have been installed in accordance with their limitations and with the minimum required design pressures for the structure. Specific compliance will be verified during field inspections.

Applicant's Signature: _____ Date: ____/____/____



City of Winter Park
Building & Permitting Services Department
401 S Park Ave.
407-599-3237
www.cityofwinterpark.org

Residential Permit Issuance

The issuance of residential permits in the City of Winter Park are based requirements in Florida Law and our City Building Ordinance. All construction permitting requires having a state or locally licensed State Registered contractor obtain the building permit. However, Florida Statutes allow for a single family residential permit to be issued to a homeowner who agrees to execute an affidavit agreeing to abide by all codes and licensing requirements. The owner builder affidavit is available on our webpage

A state licensed contractor or representative with a power of attorney for the contractor may pick up the permit. The contractor must first be registered with the City of Winter Park. Registration requires of State of Florida license and proof of workers compensation made out to the City of Winter Park as additional insured or providing an exemption workers compensation certificate. The power of attorney must provide a notarized affidavit.

What are the Permit Fees?

The fees associated with residential permits include a Plan Review Fee, Building Permit Fee, Inspector Training fee, State fee, and an Affordable Housing fee. These fees are based on cost valuation of the building project. By City Ordinance this value is either the value specified by the applicant or can be based on the current Building Valuation Table from the International Code Council whichever is greater.

If building a new home, other fees can include City Electric, Water, and Sewer Fees, Engineering fees, Orange County School Impact Fee, and a Parks Impact Fee. No impact fees are charged if a previous home existed on the property. If not digitally submitted a \$1 per page scanning fee will also be accessed. A fee calculator is available on the Building & Permitting Services webpage.

These fees must be paid in full at the time of issuance. The City of Winter Park will accept cash, check, and all major credit cards except American Express.

Following payment the applicant will receive two copies of the approved plans to have available at the jobsite as well as a permit card that must be posted on the jobsite. The applicant will also receive information on how to schedule the necessary inspections as well the conditions of construction. At this point construction may commence.

Subcontractor permits

When required, sub permits must also be pulled by the state licensed Contractor or by an owner for all of the construction trades. For new residential construction this typically includes Electrical, Gas, Mechanical, Plumbing and Roofing. These sub permits will have their own permit number associated with the main building permit number.

Applications for sub permits can be found on the Building & Permitting Services Forms Page. The fees associated with each permit varies on the permit type. Electrical, Plumbing and Gas permit fees are based upon the number of fixtures, Mechanical Permit fees are based upon the valuation of the construction.

Permit Expiration

Per Florida Building Code permits have an expiration date of six months after issuance or after six months of no inspections. Per City of Winter Park Ordinance all residential construction projects must be completed within a year; however, extensions of up to three months may be requested for larger projects or due to other reasons.

City of Winter Park BUILDING & PERMITTING SERVICES DEPT.

401 Park Avenue South

Phone 407-599-3237,

Fax 407-599-3499

www.cityofwinterpark.org

buildinginfo@cityofwinterpark.org



**CITY OF WINTER PARK
BUILDING DIVISION
OWNER BUILDER AFFIDAVIT**

PERMIT # _____ **ADDRESS:** _____

Florida Statutes Chapter 489.103 Exemption (7) allows you, as the owner of your property to act as your own contractor even though you do not have a license. Provided you comply with the following stipulations outlined below. **YOU MUST PERFORM, OR SUPERVISE THE CONSTRUCTION YOURSELF.**

To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy the City of Winter Park Building Division's requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. If any person violates the requirements of this subsection, the City of Winter Park Building Division shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (850)487-1395 or www.myfloridalicense.com/dbpr for more information about licensed contractors.
11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: _____.
12. I agree to notify THE CITY OF WINTER PARK immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Owner (print) _____ (signature) _____ (date) _____

State of Florida
City of Winter Park

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by _____
Name of Person Acknowledging

Signature of Person Taking Acknowledgment

Printed Name of Person Taking Acknowledgment



Residential Inspections

Attached is a list of typical inspections required throughout the construction process. It is important to follow the typical inspection sequence as many are prerequisite for the next inspection. Inspections may be scheduled either by phone (**407-599-3350**) or via the City of Winter Park webpage:

(<https://wpk13.ci.winterpark.fl.us/Click2GovBP/ScheduleInspections.jsp>).

Inspections must be scheduled by the 4pm on a business work day in order to have the inspection scheduled for the next business day. Inspection times may be requested for morning or afternoon but cannot be assured due to varying inspection workloads and inspector availability.

Our building website offers information regarding frequent inspection violations (http://cityofwinterpark.org/Pages/Departments/Building_and_Permitting_Services/Permit_Inspections.aspx).

Building Inspection (407-599-3350):

- **Footing Inspection (103):** Required when separate concrete footings are being poured. The inspection should be made after the trenches have been dug and reinforcing steel is in place, and prior to actually pouring the concrete.
- **Stemwall (116)**
- **Slab Inspections (110):** Required when a concrete slab or a monolithic slab/footing is to be poured. The inspection should be made after all formwork, termite treatment, vapor barriers, reinforcing steel and applicable rough plumbing inspections have been completed, but prior to pouring the concrete slab. A formboard survey is required at time of inspection.
- **Buck Inspection (104)**
- **Lintel Inspection (107)**
- **Exterior Sheathing Inspections (115):** To be made during or after the roof and wall sheathing is applied, and before covering with felt or siding.

- **Framing Inspection (105) and Strapping (112):** To be made after all the construction is dried in and after all applicable rough electrical, plumbing, mechanical and gas inspections have been made. There should be no insulation installed prior to the framing inspection.
- **Insulation Inspection (106):** To be made once the required insulation is installed. Blown in attic insulation will be inspected during the final inspection.
- **Garage Ceiling Drywall (123)** If living area is provided above the garage a minimum 5/8" gypsum board must be installed on the garage ceiling.
- **Stucco Lathe (113)**
- **Final Inspection (101):** To be made after all work is complete. Electrical, plumbing, roofing, driveway, mechanical and gas inspections must be completed prior to the final building inspection.

Roofing Inspection (407-599-3350):

- **New, Additions, and Reroofs for Townhouse or Duplex (800 dry in/803 final):** The inspection is to be done, if possible, during the installation of the roofing, but in any case, prior to the final building inspection.
- **ReRoof for Single Family - Detached only:** A Nailing Inspection (**115**) is required, the spacing pattern should be 6" on center with 8-penny ring shank nails. The Secondary Barrier Inspection (**116**) is required, using an approved Type 226, type 1 or 2 felt, synthetic underlayment or for flat roofs, base sheet.

NOTE: The Nailing and Secondary Barrier Inspections **MUST** be inspected and approved prior to the installation of any Final roof covering (**800**). Once these have been approved the final covering may be installed and a final roof inspection scheduled. A height certificate from a surveyor is required at time of Roof Decking Inspection.

Electrical Inspection (407-599-3350):

- **Temporary Pole (500):** If electrical power from the house cannot be used and temporary construction power is required, the temporary service pole must be inspected prior to the service being connected.
- **Rough-In Inspection (504):** To be made after all electrical boxes and rough wiring is installed.
- **Electrical Release (503):** All breakers, circuits and receptacles have been installed and completed. Address must be on building.
- **Final Inspection (502):** To be made once power is connected to residence and all electrical work has been completed and all electrical trim is installed.

Plumbing Inspection (407-599-3350):

- **Rough-in Slab Inspection (703):** To be made after all underground piping is in place and pressure test is applied, prior to covering of piping under slabs.
- **Tub Set Inspection (704):** To be made after all rough piping is installed, including tubs, and the system is filled with water or pressure test is applied.
- **Sewer Inspection (712):** If a new sewer connection is made, piping must be inspected prior to covering.
- **Final Inspection (702):** To be made after all plumbing work has been completed and all fixtures installed.

Mechanical Inspection (407-599-3350):

- **Rough-in Inspection (601):** To be made after all rough ductwork is installed and after any required condensate lines and exhaust vents are installed.
- **Final Inspection (600):** To be made after all connections and appliance are installed and complete.

Gas Inspection (407-599-3350):

- **Rough-in Piping Inspection (701):** To be made after all piping is in place and pressure test is applied.
- **Final Inspection (700):** To be made after all connections and appliance are installed and meter has been set.

Certificate of Occupancy (C.O.) (407-599-3350): See the Certificate of Occupancy Checklist prior to scheduling to ensure all items have been completed.

After all inspections are finished a C.O. will be issued. A new house or addition cannot be occupied and permanent power cannot be provided without a C.O. This is the final step.

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Single Family Residential Certificate of Occupancy

Prior to the issuance of the Certificate of Occupancy several procedures must be completed before calling in for the final Building Inspection.

- All sub-contractor permits must be finalized. To schedule call 407-599-3350
- Job must be completely finished per approved plans and specifications for C/O. All plan comments and special conditions are met in accordance with City Commission Ordinances.
- All revisions and revised drawings submitted and approved by City prior to final building inspection.
- All landscaping to be finished per plans and City codes.
- Final Engineering Inspection signed off. To schedule call 407-599-3329
- Letter from contractor doing work or engineer stating that the paving and drainage was installed per plans and specifications issued by the City.
- All City sidewalks must be replaced if broken
- All construction work trailers, materials and signs to be removed at CO. Neighboring or surrounding sites and properties are to be cleared of construction material and trash.
- Building address and/or numbers (suite or apartment numbers) installed.
- Screens on all openings when and where required
- All outstanding fees must be paid in full. To verify call 407-599-3237

After completion of all other final inspections call for Building Final Inspection. To schedule call 407-599-3350. Once finalized, Certificate of Completion or Occupancy will be available. Please call 407-599-3237 to schedule pick up of Certificate. Congratulations!

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