



City of Winter Park Building Division

401 South Park Avenue

Winter Park, Florida 32789-4386

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Permit application and submittal guidelines

Accessory structure, garage, carport, shed or pool cabana

Provide the following documentation and/or information.

1. A completed Building Permit Application.
2. 4 copies of a recent survey showing the size and locations of all structures and impervious surfaces.
3. Setback/Coverage Worksheet (*Green Sheet*).
4. 3 copies of engineered construction drawings, including connector details and method of tie down or DCA product approval and installation guidelines for pre-manufactured structures.
5. A copy of a Notice of Commencement if costs exceed \$2500.00.
6. A Copy of contractor license and proof of Workman's Compensation Insurance when applicable.
7. Owner/Builder Statement of Fact if permit to be issued to the property owner.

Accessory structures in residential zoning districts			
Type, size, setback and additional restrictions			
TYPE	MAXIMUM AREA (sq. ft)	SIDE SETBACK (ft)	REAR SETBACK (ft.)
Garage or carport	820	Same as dwelling	10
Garage or carport	550	5	10
Cabaña	500	5	10
Shed or storage bldg.	320	5	10
Shed or Storage bldg.	100	5	5

***Basic accessory structure guidelines:**

- a. No accessory structures permitted in the required front yard setback.
- b. Exterior walls shall not exceed 10.5 feet above grade to roof sheathing if located less than 10 feet from a side lot line.
- c. Accessory structures less than 10 feet from an interior side lot line shall have a sloped or flat roof.
- d. Side wall perpendicular to the adjacent lot shall not have a gable end.
- e. A maximum of 2 storage buildings are permitted on a single lot.
- f. A single accessory structure or a combination of 2 accessory structures cannot exceed 10 % of the lot area.
- g. The maximum height is 18 feet from natural grade unless it meets the setbacks of the principle dwelling and must not exceed the height of the dwelling.

***Basic attached garage/carport guidelines:**

- a. Front facing garages shall be setback 4 feet behind the front wall of the main dwelling.
- b. Where the front setback is permitted to be less than 20 feet, the garage opening shall be setback a minimum of 20 feet after complying with the 4 foot setback requirement.
- c. When 2 courtyard garages are located in front of the home an additional 5 foot setback is required. The driveway width is limited to 16 feet from the front property line to the front wall of the garages. Windows or similar features shall be provided on street side walls and a landscape buffer shall be required for 20% of the width of the side wall and is to include 1 or more understory shade trees. Specific landscaping details shall be shown on the construction plans.
- d. Detached garages located in front of or within 25 feet behind the front wall of the home must adhere to the same side yard setback as the main dwelling.
- e. Garage/carport may not be larger than 50% of living area of dwelling.

***Consult the Winter Park Land Development Code for complete requirements for accessory structures and garages.**