



## **City of Winter Park Building Division**

401 South Park Avenue      Winter Park, Florida 32789-4386      Phone (407)-599-3237  
Buildingdivision@cityofwinterpark.org

### **Permit application and submittal guidelines**

### **Miscellaneous construction, non-structural repairs, stucco, siding, soffit and fascia installation**

#### ***Provide the following documentation and/or information.***

1. A completed Building Permit Application.
2. A Notice of Commencement if costs exceed \$2500.00.
3. A copy of contractor license and proof of Workman Compensation Insurance or exception letter.
4. A letter from the property owner giving permission to perform the work for non-residential properties.
5. An Owner/Builder Statement if permit issued to property owner.
6. 2 copies of the manufactures specifications and installation guidelines.
7. 2 copies of a floor plan and/or elevation drawing showing areas where work is to be performed.