



CITY OF WINTER PARK
BUILDING & CODE ENFORCEMENT DEPARTMENT
CONTRACTOR/PERMIT APPLICANT ACKNOWLEDGMENT
BuildingDivision@cityofwinterpark.org

NEW COMMERCIAL OR MULTI-FAMILY BUILDINGS OR ADDITIONS

1. **Prior to the issuance of a certificate of occupancy final inspections must be obtained for all construction trades and all City Departments as listed below:**

| | | |
|-----------------|-----------------|----------|
| Engineering: | Jim Struckmeyer | 599-3329 |
| Storm water: | Don Marcotte | 599-3329 |
| Parks: | Chuck Trice | 599-3369 |
| Fire: | Scott Donovan | 599-3608 |
| Police: | Sgt. Jon Askins | 599-3365 |
| Water/Utilities | Teri Acree | 599-3329 |

Call in building as last inspection. 599-3350

2. A Notice of Commencement must be posted on the job at all times.
3. All soil erosion protection and interim drainage protection for adjacent properties shall be in place throughout the construction project. Soil erosion shall include the use of turbidity screens, hay bales and other protective measures required to prevent adverse impact on other properties.
4. A Storm water/ rough site grading inspection must be called prior to any landscape or sod installed.
5. A fee shall be charged before the issuance of a temporary certificate of occupancy, and the contractor is responsible for renewing the certificate of occupancy or obtaining a permanent certificate of occupancy.
6. All pre-power requests must be submitted on City form in writing to the City Electrical Inspector for approval.
7. Provide a foundation survey at stem wall or form board and a final survey at final building.
8. **All plan comments or conditions of approval including requirements by Code Enforcement, Planning, Parks, Engineering or Utilities must be met prior to dates or other times specified.**

I have read and will comply with all items above:

Printed Name _____ Date _____

Signature _____

Job Address _____ Permit No. _____
