



City of Winter Park Building Division

401 South Park Avenue

Winter Park, Florida 32789-4386

Phone (407)-599-3237

Buildingdivision@cityofwinterpark.org

Permit Application submittal guidelines

New Mechanical Equipment Installation

Provide the following documentation and/or information

1. A completed Mechanical Equipment Permit Application signed by the licensed contractor.
2. Permit applications may be presented in person, by registered mail or email.
3. A Notice of Commencement if costs exceed \$7500.00 if applicable.
4. Copy of contractor license and proof of Workman Compensation Insurance or Workman Compensation letter of exemption.
5. Owner/Builder Statement if permit issued to property owner.
6. A Completed Florida Energy Efficiency Code for Construction.
7. A floor plan with duct layout and equipment location. (see location restrictions below)
8. A letter from the property owner giving permission to perform the work for non-residential properties.

AC equipment placement location limitations in residential districts:

Front yard or side yard with street frontage: Only permitted if equipment is totally shielded from view by a wall, fence or shrubbery. Not permitted within required setback.

Interior side yard: Not permitted in required setback except, maybe set back 6' from the side lot line with written approval from the adjacent neighbor.

Rear yard: Set back up to 10' from property line if adjacent to an accessory structure or the principle structure except; set back may be reduced to 6' with written approval from the adjacent neighbor.

Roof top equipment: Screened from view from surrounding properties and public streets.

Inspections must be scheduled by the licensed contractor.

The contractor must arrange access for the inspector

INSPECTION REQUEST LINE-: 407-599-3350

Inspection code numbers:

Mechanical rough 601	Mechanical partial 60,	Fire damper framing 607,	Fire damper 606,
Piping insulation 611	Grease hood light test 602	Grease duct insulation 609,	Pressure test 608,
Med gas piping 610	Appliance or bath venting 612	Mechanical final inspection 600.	

If scheduled before 4:00 PM the inspection will be completed on the next business day.

For information concerning mechanical inspections or to arrange a specific time for an inspection call 407-599-3401 between 7:30 and 8:30 the morning of the inspection.