



## CITY OF WINTER PARK BUILDING DEPARTMENT

**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/Site Permit application.  
**Note:** The permit valuation amount listed on the Permit Application is the actual cost of construction of the building and all systems within the building (such as electrical, plumbing, and mechanical systems) as reflected in the construction contract.
2. \_\_\_\_\_ Electrical Information Form (**yellow sheet**).
3. \_\_\_\_\_ Copy of Septic Permit approved by Orange County Health Department (where applicable).
4. \_\_\_\_\_ Recent survey with topography (**include existing grade elevation near the front of the proposed structure**); and accurate location, caliper and photographs of all trees (9" diameter or greater) and location of proposed trees in compliance with the Landscape Ord. – LDC Sec.58-363.
5. \_\_\_\_\_ Tree removal permit application to be submitted to Code Enforcement (where applicable). Tree permit approval is required before issuance of Building Permit (call Arborist @ 407-599-3600 for inquiries).
6. \_\_\_\_\_ Original certified copy of the recorded Notice of Commencement (when applicable) upon pickup of permit.
7. \_\_\_\_\_ Completed Setback/Coverage calculation work sheet (**green sheet**).
8. \_\_\_\_\_ Original copies of recorded Deed Restrictions for excluded front, side and rear areas (where applicable).
9. \_\_\_\_\_ Four complete sets of construction drawings signed, dated & sealed by FL registered engineer or architect –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.
10. \_\_\_\_\_ Two copies 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.
11. \_\_\_\_\_ Two copies 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 (**orange sheet**).
12. \_\_\_\_\_ Copy of lake front, stream front or canal front approval from Planning and Zoning Commission (where applicable).
13. \_\_\_\_\_ Copy of variance approval from Board of Adjustment (where applicable).
14. \_\_\_\_\_ Copy of approval from Historic Preservation Commission (where applicable) for all exterior alterations, additions, fences/walls or reroofs. (Note: The entire College Quarter Neighborhood west of Rollins College is a Historic District).
15. \_\_\_\_\_ Copy of variance approval for residence located in floodplain or floodway (where applicable).

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](http://www.ocpaf.org)