



City of Winter Park Building Division

401 South Park Avenue

Winter Park, Florida 32789-4386

Phone (407)-599-3237

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Permit and application submittal guidelines

Screen rooms and pool enclosures

Provide the following documentation and/or information.

1. A completed Building/Site Development Permit Application.
2. 3 copies of a recent survey showing the location of all existing structures and impervious surfaces.
3. A completed Setback/Coverage Worksheet. (Green sheet)
4. 3 copies of elevation drawings that include size and height dimensions.
5. 3 copies of engineered drawings that include all structural components, fasteners and up lift connectors.
6. A Notice of Commencement if costs exceed \$2500.00.
7. A copy of a contractor's license and proof of Workman Compensation Insurance or letter of exception.
8. An Owner/Builder Statement if permit issued to the property owner.

***Basic setback, area and height guidelines**

Maximum permitted area: Total area must be less than 8% of the lot area. (See Green Sheet)

Front yard setback: Screen rooms and enclosure are prohibited.

Side yard setback: Same as main dwelling.

Rear yard setback options: A 7'6" minimum setback shall be allowed if the screen wall height is limited to 7'6" to the highest point above natural grade and there is a 6' high wall, 6' high fence or 6' high shrubbery in place that shields the screen wall from the view of the adjacent neighbor.

A 10' minimum setback shall be allowed if the screen wall height is limited to 10' to the highest point above natural grade.

Rear setback and height increases: 1' in additional height shall be allowed for each additional 1' increase in setback to the 25' setback and maximum permitted height of 25'.

Lake, stream or canal front: Same as main dwelling and Lake Front Review Board approval required. For additional information contact the Planning Department at 407-599-3217

****Consult the Winter Park Land development Code for complete requirements for screen rooms and pool enclosures.***