



**CITY OF WINTER PARK  
BUILDING DEPARTMENT**

**NOTICE:** Provision of these items is required to process your permit application

**MINOR EXTERIOR OR INTERIOR ALTERATION<sup>\*</sup>  
LOW DENSITY RESIDENTIAL (R-2) OR  
MEDIUM DENSITY MULTIPLE FAMILY (R-3)**

**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. \_\_\_\_\_ Original certified copy of the recorded Notice of Commencement (where available). Required upon pickup of permit.
3. \_\_\_\_\_ Three complete sets of construction drawings signed, dated and sealed by a FL registered engineer or architect – locator map, architectural, structural, mechanical, plumbing, electrical, gas and fire sprinkler.
4. \_\_\_\_\_ Two copies of project specifications, energy calculations; certified truss engineering; garage door, window and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information.
5. \_\_\_\_\_ Copy of lake front, stream front or canal front approval from Planning and Zoning Commission (where applicable – exterior alteration only).
6. \_\_\_\_\_ Notarized letter of approval from Homeowners Association authorizing **exterior alteration only**.

Signature of Applicant \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\* Minor alteration applies to improvements not exceeding 25% of Orange County Appraiser's Value of the building – [www.ocpaf.org](http://www.ocpaf.org)