



# City of Winter Park Building and Code Enforcement Department

401 S. Park Ave., Winter Park FL 32789 [www.cityofwinterpark.org](http://www.cityofwinterpark.org)  
Phone: 407-599-3237 Fax: 407-599-3499 Email: [Permits@cityofwinterpark.org](mailto:Permits@cityofwinterpark.org)

**BUILDING PERMIT APPLICATION**      **FBC EDITION** \_\_\_\_\_ **DATE REC'D:** \_\_\_\_\_

**PERMIT #** \_\_\_\_\_  New Construction  Addition/Alteration  Site Work  Interior Demolition

**PLEASE PRINT APPLICATION INFORMATION:**      **CONSTRUCTION VALUATION \$** \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ SUITE/UNIT # \_\_\_\_\_

TAX / PARCEL I.D. NUMBER \_\_\_\_\_ CITY LOCATION ID # \_\_\_\_\_

OCCUPANT NAME \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

PROPERTY OWNER'S ADDRESS \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_

CONTRACTOR ST.REG./CERT.# \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE/FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

BONDING COMPANY NAME & ADDRESS \_\_\_\_\_

ARCHITECT/ENGINEER'S NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_ PHONE \_\_\_\_\_

ARCHITECT/ENGINEER'S ADDRESS \_\_\_\_\_

MORTGAGE LENDER'S NAME \_\_\_\_\_

MORTGAGE LENDER'S ADDRESS \_\_\_\_\_

DESCRIPTION OF PROPOSED IMPROVEMENTS \_\_\_\_\_

BUSINESS TYPE \_\_\_\_\_ DEMOLITION PERMIT # \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, MECHANICAL AND GAS WORK.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

Signature \_\_\_\_\_  
Owner or Agent (including contractor)

The foregoing instrument was acknowledged before me the  
\_ / \_ / \_ by \_\_\_\_\_ who is personally known  
to me and who produced \_\_\_\_\_  
\_\_\_\_\_ as identification and who did not  
take an oath.

**Notary as to Owner** \_\_\_\_\_

Commission No. \_\_\_\_\_

State of FL. County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(SEAL)

Signature \_\_\_\_\_  
Contractor

The foregoing instrument was acknowledged before me the  
\_ / \_ / \_ by \_\_\_\_\_ who is personally known  
to me and who produced \_\_\_\_\_  
\_\_\_\_\_ as identification and who did not  
take an oath.

**Notary as to Contractor** \_\_\_\_\_

Commission No. \_\_\_\_\_

State of FL. County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(SEAL)

**Pursuant to Florida State Statute 713.135(7) – All signatures must be notarized.**

# PERMIT # \_\_\_\_\_

*DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY*

**PLANNING/ZONING INFORMATION**

LEGAL DESCRIPTION LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_  
 ZONING DISTRICT \_\_\_\_\_ GROSS SQ.FT. \_\_\_\_\_ IMPERVIOUS LOT COVERAGE \_\_\_\_\_ F.A.R. \_\_\_\_\_  
 HEIGHT LIMIT \_\_\_\_\_ DEED RESTRICTIONS: FRONT (Y/N) \_\_\_\_\_ REAR (Y/N) \_\_\_\_\_ LOT WIDTH \_\_\_\_\_  
 NO. OF PARKING SPACES \_\_\_\_\_ NUMBER OF SEATS \_\_\_\_\_ VARIANCE GRANTED? (Y/N) \_\_\_\_\_  
 LIVING (HEATED) AREA \_\_\_\_\_ GARAGE/CARPORT AREA \_\_\_\_\_ STORAGE AREA \_\_\_\_\_

**BUILDING INFORMATION**

ISO WORK TYPE _____	CONSTRUCTION TYPE _____	OTHER PERMITS REQD.			
OCCUPANCY GROUP _____	DATE READY TO ISSUE _____	ELECTRICAL	<input type="checkbox"/>	<input type="checkbox"/>	
MAX. FLR. LIVE LOAD _____	BLDG. DEPT. VALUE \$ _____	MECHANICAL	<input type="checkbox"/>	<input type="checkbox"/>	
MIN. FLR. ELEVATION _____	#BLDG. _____ #UNITS _____ #STORIES _____	PLUMBING	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEW FEE CE 2/3 \$ _____	TOTAL SQ.FT. _____	ROOFING	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEW FEE LDC/CE 1/3 \$ _____	SQ.FT./FLOOR _____	GAS	<input type="checkbox"/>	<input type="checkbox"/>	
PERMIT FEE CE 2/3 \$ _____	MAX. OCCUPANCY _____	APP W/ CONDITIONS	YES	NO	RETURNED DATE
PERMIT FEE CE 1/3 \$ _____	SPRINKLERS REQD. (Y/N) _____	BUILDING	<input type="checkbox"/>	<input type="checkbox"/>	_____
INSP. TRAINING FEE \$ _____	C/O REQUIRED (Y/N) _____	FIRE	<input type="checkbox"/>	<input type="checkbox"/>	_____
AFFRD. HOUSING FEE \$ _____	THRESH. INSP. REQD. (Y/N) _____	ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	_____
SCHOOL IMPCT FEE \$ _____	PLANS FORMAT _____	STORMWATER	<input type="checkbox"/>	<input type="checkbox"/>	_____
PARKS IMPCT FEE \$ _____		W/WS UTILITIES	<input type="checkbox"/>	<input type="checkbox"/>	_____
VIOLATION \$ _____		PARKS	<input type="checkbox"/>	<input type="checkbox"/>	_____
SCANNING FEE \$ _____		POLICE	<input type="checkbox"/>	<input type="checkbox"/>	_____
OTHER FEES \$ _____	<b>REVIEWER</b> _____	PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>TOTAL \$</b> _____	<b>APPROVED BY</b> _____	CRA/HIST/ED	<input type="checkbox"/>	<input type="checkbox"/>	_____
❖ SEE BELOW FOR ADDITIONAL FEES	<b>DATE ISSUED</b> _____	ELEC UTILITIES	<input type="checkbox"/>	<input type="checkbox"/>	_____
		ARBOR	<input type="checkbox"/>	<input type="checkbox"/>	_____

**SPECIAL CONDITIONS:** \_\_\_\_\_

DEPARTMENTAL FEES		AMOUNT
<b>BUILDING</b>	(see above for detail)	
<b>FIRE</b>	REVIEW	
	INSPECTOR TRAINING	
	INSPECTION	
<b>ENGINEERING</b>		
<b>STORMWATER</b>		
<b>WATER AND WASTEWATER</b>		
<b>ELECTRIC</b>		
<b>OTHERS</b>		
<b>TOTAL</b>		

New Construction    Existing Bldg    Site Work Only    Interior Demolition

1. #\_\_\_ plans routed to:  Fire    Engg    W/WS    Stmwtr    Lakes    PD    Parks    Plan'g    CRA    ENCO    Arbor  
 Routed by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_
  
2. #\_\_\_ plans routed to:  Fire    Engg    W/WS    Stmwtr    Lakes    PD    Parks    Plan'g    CRA    ENCO    Arbor  
 Routed by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_
  
3. #\_\_\_ plans routed to:  Fire    Engg    W/WS    Stmwtr    Lakes    PD    Parks    Plan'g    CRA    ENCO    Arbor  
 Routed by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_