



City of Winter Park

Building Department

401 S Park Ave.

407-599-3237 www.cityofwinterpark.org

DO I NEED A PERMIT?

One of the most often asked questions is: **Do I need a permit?** The answer is, yes in most cases! The City has adopted the 2007 Florida Building Code (FBC) with 2009 supplements and with certain amendments as the Winter Park Building Code. Relating to requiring a permit, Sections 105.1, 105.2 & 105.2.1 of the Florida Building Code state:

105.1 REQUIRED:

Any owner, authorized agent or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work. (See 105.2 Exceptions to permitting on page two)

105.2.1 EMERGENCY REPAIRS:

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

In order to implement the above-referenced Building Code requirements, the City has adopted the following policy as a standard procedure:

A Building and/or miscellaneous construction **permit will be required** prior to the construction of a new building, structure or addition to a building including any of the following:

Arbor, awning, boathouse, construction trailer, deck (wood, concrete or other hard surface), dock, drainage structures, carport, driveway, fence, garage, gazebo, greenhouse, interior alteration*, irrigation system, parking lot and striping, pergola, re-roofing, roof installation, satellite dish (over one meter), replacing kitchen or bathroom cabinetry, screen enclosure, shed, sign, structural repairs, stucco work, tent, tennis court, tower, walls (including a retaining wall), and wells.

*Interior alteration shall include removing, moving or replacing interior partition walls, whether bearing or non-bearing, removing or replacing walls or floors; replacing garage doors, removing or replacing ceilings; or replacing exterior windows or doors.

Contractors or homeowners who start work without a permit will be subject to a penalty of triple the permit fee. This is intended to be a disincentive to use un-licensed contractors and to ensure that all new construction projects comply with the City's building and zoning codes. The result is a safely built structure that also meets zoning criteria.

See page two for exceptions to permitting.

A permit shall not be required for:

painting, re-glazing windows and doors, floor covering, minor stucco repair, gutters and down spouts, minor roofing repairs (one square or less) replacing 2 or less fence panels with same materials, minor dock or boathouse repair (up to 60 square feet of decking, replacement of handrails with like material and configuration), replacing electrical fixtures, replacing a single sink, or lavatory or water closet and for work exempt by FBC 105.2.

105.2 Work exempt from permit:

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code. Permits shall not be required for the following:

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
8. The installation, replacement, removal or metering of any load management control device.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

If you need clarification on these criteria for a permit please call or come to this department for assistance.

**City of Winter Park
BUILDING DIVISION**

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