



**CITY OF WINTER PARK
BUILDING DEPARTMENT**

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

**MINOR ALTERATION AND CHANGE OF OCCUPANCY^{*}
MULTIFAMILY OR COMMERCIAL BUILDING**

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. _____ Department of Health approval for facilities on a septic system. **Note: plans submittal will be turned down without this approval.**

3. _____ Original certified copy of the recorded Notice of Commencement for valuation over \$2,500.00 (where available). Required upon pickup of permit.

4. _____ Five 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.

5. _____ Two copies of project specifications, energy calculations; certified truss engineering; garage door, window and entry door installation detail with product approval or Miami-Dade notice of acceptance letter.

6. _____ Copy of Conditional Use approval and/or Board of Adjustment approval for any variances or zoning approvals.

7. _____ Notarized letter of approval from property owner authorizing **addition or 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.ocpafl.org