



City of Winter Park
Building & Permitting Services Department
401 S Park Ave.
407-599-3237
www.cityofwinterpark.org

Electronic Plan Submittal Procedure

A step by step overview of the electronic plan submittal procedure

- Applicant emails application to permits@cityofwinterpark.org
- Applicant will receive phone call to collect submittal payment by credit card over the phone
- Upon payment
 - A permit number for your application is created
 - Applicant will receive an email with a link to upload digital files
- Applicant uploads files to wpcloud and emails permits@cityofwinterpark.org when upload is complete
- Applicant can now follow status of permit through <https://wpk13.ci.winter-park.fl.us/Click2GovBP/SelectPermit.jsp>
- Upon all reviewers completing review, plans coordination will notify applicant that wpcloud is once again open to upload documents to respond to comments. Upon the completion of the upload the review procedure continues until all departments have issued approvals.
- Upon approval from all departments applicants must email permits@cityofwinterpark.org and schedule issuance of permit.
- Applicant is then notified permit is ready to be issued and must pay all required permit fees.
- Applicant to submit one set printed plans with original design professional(s) signature and seal for office retention.
- Upon payment of fees the stamped documents are uploaded to the wpcloud for the applicant to retrieve and print required jobsite copies.
- Following issuance of the permit should the applicant have revisions they must first contact plans coordination who will once again open the wpcloud folder for upload and the permit review cycle is repeated until issuance of the revision.

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