



After completion of your Building's Final Inspection, the Certificate of Completion or Occupancy will be available. Congratulations!

NEW CONSTRUCTION, ADDITION, MAJOR ALTERATION* MULTIFAMILY (R4) OR COMMERCIAL BUILDINGS SUBMITTAL CHECKLIST

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. Electrical Information Form.
- 3. Department of Health approval for facilities on a septic system. Note: Plan submittal will be turned down without this approval.
- 4. Copy of recent survey w/ topography; and location and caliper of trees drawn to scale.
- 5. Complete set of construction drawings signed and sealed by a Florida licensed designer – civil (include site, drainage, and landscape plans), architectural, structural, mechanical, plumbing, electrical (include site lighting with fixture schedule and manufacturer's specs), gas and fire sprinkler plans. (Note: Major alteration shall comply with the stormwater provisions of LCD Section 58-163 – Performance standards for the retrofit of existing development).
- 6. Construction Site Management Plan and Time Schedule.
- 7. Energy efficiency calculations (FL FORM R405-2020) with Manual J and D;
- 8. Complete certified truss engineering package or equivalent;
- 9. Product Approval form detailing all external components including garage door, window, and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information.
- 10. Certified Threshold Inspection Plan (applicable for buildings over 3 stories or 50 ft. in height; or assembly occupancy classification exceeding 5000 sq. ft and over 500 occupants – or, additions to threshold building and provide Threshold Inspector form.
- 11. Notice of Intent filed with FL Dept. of Environmental Protection for sites 1 acre or greater (see requirements in item #3)



401 South Park Avenue • Winter Park, Florida 32789

407-599-3237 • 407-599-3499 fax
cityofwinterpark.org

Building & Permitting Services

- 12. Copy of Conditional Use approval and/or Board of Adjustment approval for any variances or zoning approvals.
- 13. Notarized letter of approval from the property owner authorizing addition or alteration only.

Signature of Applicant: _____

Print Name: _____

Date: _____

* Major alteration applies to improvements exceeding 50% of Orange County Appraiser's Value of the building – www.ocpafl.org.