



**CITY OF WINTER PARK
BUILDING & PERMITTING SERVICES
DEPARTMENT**

permits@cityofwinterpark.org

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

**NEW CONSTRUCTION, ADDITION, MAJOR ALTERATION^{*}
MULTIFAMILY (R4) OR COMMERCIAL BUILDINGS**

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 (**yellow sheet**).
3. _____ Department of Health approval for facilities on a septic system. **Note: plans 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. _____ Original certified copy of the recorded Notice of Commencement (where available). Required upon pickup of permit.
6. _____ Seven complete sets of construction drawings signed, dated and sealed by a FL registered engineer or architect – 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*).
7. _____ Two copies of Construction Site Management Plan and Time Schedule.
8. _____ Two copies of project specifications, energy calculations; certified truss engineering; garage door, window and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information.
9. _____ Two copies of 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 occupant – or, additions to threshold building and provide Threshold Inspector form.
10. _____ Notice of Intent filed with FL Dept. of Environmental Protection for sites 1 acre or greater (see requirements in item #3)
11. _____ Copy of Conditional Use approval and/or Board of Adjustment approval for any variances or zoning approvals.
12. _____ Notarized letter of approval from property owner authorizing **addition or alteration only**.

Signature of Applicant _____ Printed Name _____ Date _____

* Major alteration applies to improvements exceeding 25% of Orange County Appraiser's Value of the building – www.ocpafl.org