



**CITY OF WINTER PARK
BUILDING & PERMITTING SERVICES
DEPARTMENT**
permits@cityofwinterpark.org

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

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**NEW CONSTRUCTION, ADDITION OR MAJOR ALTERATION
SINGLE FAMILY RESIDENCE**

As the applicant, I confirm that the following items have been provided as required. (Please attach items in the order listed.)

1. _____ Complete Building or Site Permit application.
2. _____ Permit valuations on the Permit Application are the actual cost of construction of the building and all building systems (such as electrical, plumbing, and mechanical systems) as reflected in the construction contract OR calculated based on latest International Code Council building valuation data, **WHICHEVER IS GREATER.**
3. _____ If a complete or partial building demolition is required to complete this project, a demolition permit must be obtained prior to release of this permit. Please contact customer service on 1st floor, City Hall to schedule and pay for utility disconnections or call 407-599-3220 for questions. Proceed with completing demolition permit application & obtaining utility disconnect signoffs with forms provided in Building & Permitting Department.
4. _____ Electrical Information Form.
5. _____ Copy of Septic Permit approved by Orange County Health Department (where applicable).
6. _____ Recent survey with topography (**include existing grade elevation near the front of the proposed structure**); and accurate location, caliper, photographs of all trees (9" diameter or greater) and location of proposed trees in compliance with the Landscape Ord. – LDC Sec.58-335.
7. _____ Tree removal permit application (when applicable). Tree permit approval is required before issuance of Building Permit (call Arborist @ 407-599-3414 for inquiries).
8. _____ Original certified copy of the recorded Notice of Commencement (when applicable) upon pickup of permit.
9. _____ Completed Setback/Coverage calculation work sheet (**green sheet**).
10. _____ Original copies of recorded Deed Restrictions for excluded front, side and rear areas; accessory living quarters.
11. _____ 4 sets of construction drawings signed, dated & sealed by FL registered engineer or architect (maximum size 24" x 36") – with inclusion of architectural, structural, elevation drawings (**showing total height of the structure from natural grade prior to construction to the highest point of the roof**), mechanical, plumbing, electrical and gas details.
12. _____ One copy (8.5" x 11") of energy calculations with Manual J and D; certified truss engineering; FL Product Approval or Miami-Dade notice of acceptance information for all exterior components and cladding.
13. _____ One copy (8.5" x 11") of drainage plan including the following: grading plan showing the proposed property grades, direction of storm water flow or through the property (with current conditions and proposed improvements), details of any retention ponds and swales, including dimensions, volumes and depths. **Maximum drawing size shall be 11" x 17".** Complete Engineering checklist.
14. _____ Copy of lakefront, stream front or canal front approval from Planning and Zoning Commission (when applicable).
15. _____ Copy of variance approval from Board of Adjustment (when applicable).
16. _____ Copy of approval from Historic Preservation Board (when applicable) for all exterior alterations, additions, fences/walls or reroofs. (Note: The entire College Quarter Neighborhood west of Rollins College is a Historic District).
17. _____ New construction located in flood hazard area to be built above the 100 year flood elevation.

Signature of Applicant _____ Print Name _____ Date _____

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