



401 South Park Avenue • Winter Park, Florida 32789

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**Building &  
Permitting  
Services**

## **MINOR ALTERATION\* CHECKLIST**

### **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. Signed and Notarized Building Permit application. The permit valuations 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 the latest International Code Council building valuation data, WHICHEVER IS GREATER.
- 2. Complete set of electronically signed & sealed plans by FL registered design professional, including architectural, structural, elevation drawings (showing the total height of the structure from natural grade before construction to the highest point of the roof), mechanical, plumbing, electrical, and gas details.
- 3. Complete set 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.
- 4. For lake front, stream front or canal front properties, approval from Planning and Zoning Commission (where applicable – exterior alteration only).

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\* Minor alteration applies to improvements exceeding 25% of Orange County Appraiser's Value of the building – [www.ocpafl.org](http://www.ocpafl.org).