



**CITY OF WINTER PARK  
BUILDING & PERMITTING SERVICES  
DEPARTMENT**  
[permits@cityofwinterpark.org](mailto:permits@cityofwinterpark.org)

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

**MINOR EXTERIOR OR INTERIOR ALTERATION\*  
(NO ADDITION)  
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/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. \_\_\_\_\_ Original certified copy of the recorded Notice of Commencement for valuation over \$2,500.00 (where available). Required upon pickup of permit.

3. \_\_\_\_\_ Three complete sets of construction drawings signed, dated and sealed by a FL registered engineer or architect – architectural, with inclusion of structural, mechanical, plumbing, electrical and gas details.

4. \_\_\_\_\_ Two copies of garage door, window and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information (where applicable).

5. \_\_\_\_\_ Copy of lake front, stream front or canal front approval from Planning and Zoning Commission (where applicable for exterior alteration).

6. \_\_\_\_\_ Copy of approval from Historic Preservation Commission (where applicable) for all exterior alterations, additions, fences/walls or reroofs. (Note: The entire College Quarter Neighborhood west of Rollins College is a Historic District).

Signature of Applicant \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\* Minor alteration applies to improvements not exceeding 50% of Orange County Appraiser's Value of the building – [www.ocpafl.org](http://www.ocpafl.org)