



City of Winter Park Building and Permitting Services

401 South Park Avenue Winter Park, Florida 32789-4386 Phone (407)-599-3237

Buildingdivision@cityofwinterpark.org

Permit application and submittal guidelines

Door and /or window replacement

Provide the following documentation and/or information.

1. A completed Building/Site Development Permit Application.
2. A Notice of Commencement if costs exceed \$2500.00 if applicable.
3. A Copy of contractor license and proof of Workman Compensation Insurance or Workman Compensation letter of exemption.
4. A letter from the property owner giving permission to perform the work for non-residential properties.
5. An Owner/Builder Statement if permit issued to property owner.
6. 2 copies of the Florida Product Approval # or Miami-Dade notice of acceptance information (where applicable), and the manufactures specifications and installation guidelines.
7. 2 copies of a survey or site plan or floor plan showing the location of all doors or windows to be replaced.