



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

Miscellaneous construction, non-structural repairs, stucco, siding, soffit and fascia installation

Provide the following documentation and/or information.

1. A completed Building Permit Application.
2. A Notice of Commencement if costs exceed \$2500.00.
3. A copy of contractor license and proof of Workman Compensation Insurance or exception letter.
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 manufactures specifications and installation guidelines.
7. 2 copies of a floor plan and/or elevation drawing showing areas where work is to be performed.