



# City of Winter Park Building and Permitting Services

401 South Park Avenue

Winter Park, Florida 32789-4386

Phone (407)-599-3237

[Permits@cityofwinterpark.org](mailto:Permits@cityofwinterpark.org)

## Permit submittal guidelines

### Accessory structure, garage, carport, shed or pool cabana

**Provide the following documentation and/or information.**

1. A completed Building Permit Application.
2. 4 copies of a recent survey showing the size and locations of all structures and impervious surfaces.
3. Setback/Coverage Worksheet (*Green Sheet*).
4. 3 copies of engineered construction drawings, including connector details and method of tie down or DCA product approval and installation guidelines for pre-manufactured structures.
5. A copy of a Notice of Commencement if costs exceed \$2500.00.
6. A Copy of contractor license and proof of Workman’s Compensation Insurance when applicable.
7. Owner/Builder Statement of Fact if permit to be issued to the property owner.

Accessory structures in residential zoning districts			
TYPE	MAXIMUM AREA (sq. ft)	SIDE SETBACK (ft)	REAR SETBACK (ft.)
Garage or carport	820	Same as dwelling	10
Garage or carport	600	5	10
Cabaña	500	5	10
Shed or storage bldg.	320	5	10
Shed or Storage bldg.	100	5	5

**\*Basic accessory structure guidelines:**

- a. No accessory structures permitted in the required front yard setback.
- b. Exterior walls shall not exceed 10.5 feet above grade to roof sheathing unless placed at the same setback as required for the principal building.
- c. Accessory structures less than 10 feet from an interior side lot line shall have a sloped or flat roof.
- d. Side wall perpendicular to the adjacent lot shall not have a gable end.
- e. A maximum of 2 storage buildings are permitted on a single lot.
- f. A single accessory structure or a combination of 2 accessory structures cannot exceed 10 % of the lot area.
- g. The maximum height is 18 feet from natural grade unless it meets the setbacks of the principle dwelling and must not exceed the height of the dwelling.

**\*Garages and carports for single-family dwellings on any lot and two family dwellings on lots over 65’ wide:**

- a. Front facing garages must meet one of the following design standards:
  1. The open carports and the front wall of garages (with no more than 2 doors no greater than 9’ wide) must be located at least two feet behind or at least 2’ in front of the main wall of the home, with garage door face(s) recessed 6” minimum from the plane of the garage wall. For an existing home undergoing a remodel or enclosing a carport, one garage door may be permitted up to 18’ wide; **OR**
  2. The garage wall face must be set back at least 4’ behind the front building wall; **OR**
  3. The garage must have a side entry or be located at the rear of the property behind the main dwelling. Where the front setback is permitted to be less than 20 feet, the garage opening shall be setback a minimum of 20 feet after complying with the 4’ setback requirement.
- b. Detached garages located in front of or within 25’ behind the front wall of the home must adhere to the same side yard setback as the main dwelling.
- c. When 2 courtyard garages are located in front of the home an additional 5’ setback is required. The driveway width is limited to 16’ from front property line to front wall of the garages. Windows or similar features shall be provided on street side walls & a landscape buffer shall be required for 20% of the width of the side wall & must include 1 or more understory shade trees. Specific landscaping details shall be shown on the construction plans.

No street-facing garage shall have a garage opening exceeding 10 feet in height.

**\*Consult the Winter Park Land Development Code for complete requirements for accessory structures and garages. [1/16/19] S:\Building Division\FORMS\BLDG\Guidelines\Accessory structure guidelines**