

# Building & Permitting SERVICES



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## Commercial & Multifamily Permitting

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Procedure Guide



401 South Park Avenue • Winter Park, Florida 32789

407-599-3237 • 407-599-3499 fax  
cityofwinterpark.org

## Building & Permitting Services

### Welcome!

The City of Winter Park and the Building and Permitting Services Department wishes to welcome you. This document has been designed to help you navigate through the construction of a new Commercial or Multi-Family project in the City of Winter Park. Our mission is to provide you with excellent customer service and help you in delivering a safe and successful project.

While every project has its defining characteristics, there are several major steps in every project and this guide will help to explain these steps and lead you through them. They typically include building permit submittal, the plan review process, issuance of the permit, actual construction of the project along with the scheduled inspections, and finally completion and issuance of a certificate of occupancy.

We strongly recommend that you and your designer meet with our City Staff early in the process as this helps to ensure the project is headed in the right direction and meets City building standards. Verifying Building and Zoning Codes used, building setbacks, utility locations, lot drainage, required tree protection, and demolition requirements of existing structures are just a few of the items that frame the starting point for your project. At any point during your project please feel free to contact our staff regarding any issues or questions you might have.

If you are a new contractor registering to work with the City of Winter Park, please first read the [contractor welcome package](#).

Again, welcome to our Building and Permitting Department, and let's get started!

Contact information:

CITY OF WINTER PARK Building and Permitting Department

401 South Park Avenue

Phone: 407-599-3237

Fax: 407-599-3499

email: [permits@cityofwinterpark.org](mailto:permits@cityofwinterpark.org)

<https://cityofwinterpark.org/departments/building-permitting-services/>



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## **Commercial and Multi-Family Permit Issuance**

The issuance of commercial permits in the City of Winter Park is based on the requirements in Florida Law and our City Building Ordinance. Most commercial construction work requires having a state or local licensed contractor obtain a building permit. However, Florida Statutes allow for some permits to be issued to a property owner who agrees to execute an affidavit to abide by all codes and licensing requirements. The owner-builder affidavit is available on the Forms and Resources area of the Building and Permitting Department website.

A State-licensed contractor or representative with a power of attorney for the contractor may apply for the permit. The contractor must first be registered with the City of Winter Park. Registration requires of State of Florida license general liability insurance and proof of workers' compensation made out to the City of Winter Park as additional insured or providing an exemption workers compensation certificate. The power of attorney must provide a notarized affidavit.

### **Permit Submittal and Review:**

The Building and Permitting Services Department has developed a checklist to help ensure that all the necessary documents are provided before permitting. This checklist and all other document templates can be downloaded from our website [forms and resources area](#).

With the provision of all required documents delineated on the checklist, the permit applicant can register and apply online using our [Self-Service Portal](#). We provided videos and step-by-step guides with detailed information on how to register and apply for permits at:

<https://cityofwinterpark.org/self-service/>

When you complete your online application, you will immediately receive a permit number. This permit number will be used throughout the duration of the project to check on the permit issuance status and to schedule inspections after the issuance of the permit.

The Winter Park Permitting Staff has set a goal for review times for Commercial and Multi-Family projects at 21 business days. As each of our departments completes its plan reviews, the status of their review will be posted immediately on our website for easy access. To track the status of your plans, please visit the [Self-Service Portal](#).

The applicant must review and address these comments to continue processing submitted plans toward approval. A status of "Require Resubmit" indicates that corrections need to be addressed and new documentation must be submitted. While you may contact any of our reviewers for any clarification on comments, no new documents may be submitted until all reviewing departments complete their review. When all reviews have been completed then all department comments may be addressed. We also provided videos and step-by-step guides with detailed information on how to respond to comments at the [Self-Service Portal](#).



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When all comments have been successfully addressed the status of the review will be approved and the permit will then be in "Process for issuance" status. Our staff will inform you through the [Self-Service Portal](#) if any additional information is required and will post the permitting fees for payment. The fees can be paid online using credit or debit cards, or in person in our office for cash or check. You can also mail checks to:

CITY OF WINTER PARK - Building and Permitting Department  
401 Park Avenue South - Winter Park - FL 32789

### What are the Permit Fees?

The fees associated with commercial permits include a Building Permit Fee, Plan Review Fee, Inspector Training fee, and two Florida State Surcharges (BCAIF - F.S. 468.631 and DBPR - F.S. 553.721). These fees are based on the valuation of the building project. By City Ordinance this value is either the value specified by the applicant or can be based on the current Building Valuation Table from the International Code Council whichever is greater.

If building a new Commercial and Multi-Family project, other fees can include City Electric, Water, and Sewer Fee, Engineering fees, Transportation fee, Affordable and Workforce Housing Impact fee, Orange County School Impact fees, and a Parks Impact Fee. A [fee calculator](#) is available on the Building & Permitting Services webpage.

These fees must be paid in full before the issuance of the permit. The City of Winter Park will accept cash, check, and all major credit cards except American Express.

Following payment, the permit status will change to "Issued" and the applicant can print the permit card that will be available for download from the Self-Service Portal. At this point, construction may commence and the applicant will be able to schedule all necessary inspections also at the Self-Service Portal.

### Subcontractor permits

When required, sub-permits must also be pulled by the state-licensed Contractor or by an owner for all of the construction trades. For new Commercial and Multi-Family projects, this typically includes Electrical, Gas, Mechanical, Plumbing, Roofing, and Fire.

Applications for Sub Permits shall be made on the Self-Service Portal. Please access the Sub-Records tab on the permit summary page and follow the instructions.



Stand-alone trade permits will have fees, the fees associated with each permit vary on the permit type. Electrical, Plumbing, and Gas permit fees are based on the number of fixtures, and Mechanical Permit fees are based on the valuation of the construction.

## **Permit Expiration**

Concerning commercial or multifamily building projects, construction activity that has commenced under a valid building permit shall proceed without stoppages of work exceeding ninety (90) days or ninety (90) days after the last inspection after which the building permit may be revoked and become void and the project shall be deemed an inactive construction site.

## **Commercial and Multi-Family Inspections**

Attached is a list of typical inspections required throughout the construction process. It is important to follow the typical inspection sequence as many are prerequisites for the next inspection.

Inspections may be scheduled on the Self-Service Portal or by phone (407-599-3350) at our Automated Inspection Line. Inspections must be scheduled by 4 pm on a business work day to have the inspection scheduled for the next business day. Inspection times may be requested for morning or afternoon but cannot be assured due to varying inspection workloads and inspector availability.

- **Footing Inspection:** Required when separate concrete footings are being poured. The inspection should be made after the trenches have been dug and reinforcing steel is in place, and before actually pouring the concrete.
- **Slab Inspections:** Required when a concrete slab or a monolithic slab/footing is to be poured. The inspection should be made after all formwork, termite treatment, vapor barriers, reinforcing steel, and applicable rough plumbing inspections have been completed, but before pouring the concrete slab. A formboard survey is required at the time of inspection.
- **Lintel Inspection:** The inspection should be made after all reinforcing steel has been completed, but before pouring the concrete to fill the wall cavity.
- **Exterior Sheathing Inspections:** To be made during or after the roof and wall sheathing is applied, and before covering with felt or siding.
- **Framing Inspection and Strapping:** To be made after all the construction is dried in and after all applicable rough electrical, plumbing, mechanical, and gas inspections have been made. There should be no insulation installed before the framing inspection.



- **Insulation Inspection:** To be made once the required insulation is installed. Blown-in attic insulation will be inspected during the final inspection.
- **Stucco Lathe or exterior Wall covering:** to be made after the lathe is applied and before the stucco application.
- **Building Final Inspection:** To be made after all work is complete. Electrical, plumbing, roofing, driveway, mechanical, and gas inspections must be completed before the final building inspection

### **Roof Inspections:**

- **Roof Dry-in:** to be made after the underlayment is applied to the entire roof.
- **Roof Final Inspection:** The inspection is to be done, if possible, during the installation of the roofing, but in any case, before the final building inspection.

### **Electrical Inspections:**

- **Electric Underground Inspection:** To be made after all underground piping is in place and before covering of piping under slabs.
- **Temporary Pole:** If electrical power from the house cannot be used and temporary construction power is required, the temporary service pole must be inspected before the service is connected.
- **Electric Rough-In Inspection:** To be made after all electrical boxes and rough wiring is installed.
- **Pre-power:** All breakers, circuits, and receptacles have been installed and completed. The address must be on the building.
- **Electric Above ceiling Inspection:** To be made before ceiling tiles are installed.
- **Electric Final Inspection:** To be made once power is connected to the building and all electrical work has been completed and all electrical trim is installed.

### **Plumbing Inspection:**

- **Plumbing Underground Inspection:** To be made after all underground piping is in place and a pressure test is applied, before covering of piping under slabs.
- **Plumbing Rough:** To be made after all rough piping is installed, including tubs, and the system is filled with water or a pressure test is applied.
- **Plumbing Grease trap inspection:** To be made once the grease trap is installed.



- Sewer Inspection: If a new sewer connection is made, piping must be inspected before covering.
- Plumbing Final Inspection: To be made after all plumbing work has been completed and all fixtures installed.

### **Mechanical Inspection:**

- Mechanical Underground Inspection: To be made after all underground piping is in place before covering of piping under slabs.
- Mechanical Rough-in Inspection: To be made after all rough ductwork is installed and after any required condensate lines and exhaust vents are installed.
- Grease Hood
- Fire Damper
- Pressure Test
- Duct Insulation, Piping Insulation, Duct Wrap
- Mechanical Final Inspection: To be made after all connections and appliances are installed and complete.

### **Gas Inspection:**

- Gas Rough-in Piping Inspection: To be made after all piping is in place and a pressure test is applied.
- Gas Final Inspection: To be made after all connections and appliances are installed and the meter has been set.

When all inspections have been completed a Certificate of Occupancy (C.O.) will be issued. A new building or addition cannot be occupied and permanent power cannot be provided without a C.O. This is the final step.





## **Commercial and Multi-Family Certificate of Occupancy/Completion**

Before calling in for the final Building Inspection please make sure the following items are completed.

- All sub-contractor permits must be completed.
- All departmental final inspections must be completed.
- The job must be finished per approved plans and specifications for C/O. All plan comments and special conditions are met following City Commission Ordinances.
- All revisions and revised drawings were submitted and approved by City before the final building inspection.
- Signed and Sealed letter submitted to City from Threshold Inspector and Special Inspectors of satisfactory completion.
- No Code Enforcement violations/Code Violations in Compliance". All violations must comply. Failure to comply will cause a hold-up on the issuance of the certificate
- Life Safety Systems are to be tested and approved by the Fire Marshal's office. Final Fire Inspection signed off.
- Letter from the contractor doing work or engineer stating that the paving and drainage were installed per plans and specifications issued by the City.
- All City sidewalks must be replaced if broken
- All construction work trailers, materials, and signs are to be removed at CO. Neighboring or surrounding sites and properties are to be cleared of construction materials and trash.
- Building address and/or numbers (suite or apartment numbers) installed.
- All fire-label doors are installed and labeled accordingly with closers.
- Screens on all openings when and where required
- All handicap requirements have been completed (signs, ramps, parking spaces, and restrooms).
- Letter from Engineer certifying that the stair pressurization test has been approved
- Elevators to have State Elevators Inspection with copies of certificate for City.
- All outstanding fees must be paid in full.
- A letter from the Engineer certifying that the water for the project has passed the pressure and bacteriological tests
- The owner or tenant of any building, office, apartment, store, etc. should apply for the Occupational License at the time of CO





After completion of your Building's Final Inspection, the Certificate of Completion or Occupancy will be available. Congratulations!

## **NEW CONSTRUCTION, ADDITION, MAJOR ALTERATION\* MULTIFAMILY (R4) OR COMMERCIAL BUILDINGS SUBMITTAL CHECKLIST**

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. Electrical Information Form.
- 3. Department of Health approval for facilities on a septic system. Note: Plan submittal will be turned down without this approval.
- 4. Copy of recent survey w/ topography; and location and caliper of trees drawn to scale.
- 5. Complete set of construction drawings signed and sealed by a Florida licensed designer – civil (include site, drainage, and landscape plans), architectural, structural, mechanical, plumbing, electrical (include site lighting with fixture schedule and manufacturer's specs), gas and fire sprinkler plans. (Note: Major alteration shall comply with the stormwater provisions of LCD Section 58-163 – Performance standards for the retrofit of existing development).
- 6. Construction Site Management Plan and Time Schedule.
- 7. Energy efficiency calculations (FL FORM R405-2020) with Manual J and D;
- 8. Complete certified truss engineering package or equivalent;
- 9. Product Approval form detailing all external components including garage door, window, and entry door installation detail with FL Product Approval or Miami-Dade notice of acceptance information.
- 10. Certified Threshold Inspection Plan (applicable for buildings over 3 stories or 50 ft. in height; or assembly occupancy classification exceeding 5000 sq. ft and over 500 occupants – or, additions to threshold building and provide Threshold Inspector form.
- 11. Notice of Intent filed with FL Dept. of Environmental Protection for sites 1 acre or greater (see requirements in item #3)



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- 12. Copy of Conditional Use approval and/or Board of Adjustment approval for any variances or zoning approvals.
- 13. Notarized letter of approval from the property owner authorizing addition or alteration only.

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

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

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

\* Major alteration applies to improvements exceeding 50% of Orange County Appraiser's Value of the building – [www.ocpafl.org](http://www.ocpafl.org).



## **MINOR ALTERATION AND CHANGE OF OCCUPANCY\* FOR MULTIFAMILY OR COMMERCIAL BUILDING SUBMITTAL CHECKLIST**

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. Department of Health approval for facilities on a septic system. Note: Plan submittal will be turned down without this approval.

3. Original certified copy of the recorded Notice of Commencement for valuation over \$2,500.00 (where available). Required upon pickup of permit.

4. Five complete sets of construction drawings signed, dated, and sealed by a Florida registered engineer or architect – locator map, architectural, structural, mechanical, plumbing, electrical, gas, and fire sprinkler.

5. One copy (8.5" x 11") of energy calculations with Manual J and D; certified truss engineering; FL Product Approval or Miami-Dade notice of acceptance information for all exterior components and cladding.

6. Copy of Conditional Use approval and/or Board of Adjustment approval for any variances or zoning approvals.

7. Notarized letter of approval from the property owner authorizing addition or alteration only.

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

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

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

\* Minor alteration applies to improvements not exceeding 25% of Orange County Appraiser's Value of the building – [www.ocpafl.org](http://www.ocpafl.org)



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## **BUILDING PERMIT APPLICATION**

PLEASE PRINT THE APPLICATION INFORMATION:

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ SUITE/UNIT # \_\_\_\_\_

TAX / PARCEL I.D. NUMBER: \_\_\_\_\_

OCCUPANT NAME: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S EMAIL: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CONTRACTOR REG./CERT.# \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARCHITECT/ENGINEER'S NAME: \_\_\_\_\_ LICENSE # \_\_\_\_\_

PHONE: \_\_\_\_\_ ARCHITECT/ENGINEER'S EMAIL: \_\_\_\_\_

DESCRIPTION OF PROPOSED IMPROVEMENTS:

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CONSTRUCTION VALUATION \$ \_\_\_\_\_



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## OWNER'S AFFIDAVIT:

I certify that this application is hereby made to obtain a permit to do the work and installations as indicated.

I certify that no work or installation has commenced before the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

I understand that specific individual TRADE permits must be secured for ELECTRICAL, PLUMBING, MECHANICAL, AND FUEL GAS work.

Signature: \_\_\_\_\_  
Owner

Signature: \_\_\_\_\_  
Contractor

The foregoing instrument was acknowledged before me the \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ who is personally known to me and/or who produced

The foregoing instrument was acknowledged before me the \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ who is personally known to me and/or who produced

\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_ as identification and who did not take an oath.

**Notary as to Owner** \_\_\_\_\_

**Notary as to Contractor** \_\_\_\_\_

Commission No. \_\_\_\_\_

Commission No. \_\_\_\_\_

State of FL. County of \_\_\_\_\_

State of FL. County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(SEAL)

(SEAL)

**WARNING TO OWNER:** Your failure to record a NOTICE OF COMMENCEMENT may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your NOTICE OF COMMENCEMENT.

According to Florida State Statute 713.135(7), all signatures must be notarized.



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## Electric Services

### Electrical Information:

Attn. Winter Park Electrical Customer

To help assure the process flows as smoothly as possible with your current project please review the below:

Please submit this form along with an electrical drawing. This form and the drawing are required to be turned in at the time you submit your plans for a building permit.

This information must be communicated to the Electrical Utility Division. Failure to do so may result in project delays and costly redesigns.

#### SERVICE PLANNING

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

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

Service Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_

Contractor email: \_\_\_\_\_

Electrician Name: \_\_\_\_\_

Electrician Phone #: \_\_\_\_\_

Electrician email: \_\_\_\_\_

Type:  Temporary Service  
 Permanent Service  
 Overhead  
 Underground

Bill to:  Owner  
 Contractor

Service Characteristics:

(Voltage):  1 Phase  
 3 Phase

#### LOAD INFORMATION

A/C: \_\_\_\_\_ Tons

Lighting: \_\_\_\_\_ KW

Motor Load: \_\_\_\_\_ HP

Water Heater: \_\_\_\_\_ KW

Refrigeration.: \_\_\_\_\_ KW

Misc. Load: \_\_\_\_\_ KW

Total Load: \_\_\_\_\_ KW (per NEC)

Sq. Ft.: \_\_\_\_\_

# Units: \_\_\_\_\_

Main Switch (AMP): \_\_\_\_\_

|  |        |
|--|--------|
|  | Notes: |
|--|--------|



**Product Approval Cover Page:**

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72m please provide the information and approval numbers for the building components listed below if they will be utilized on the building or structure.

FL-approved products are listed online at [www.floridabuilding.org](http://www.floridabuilding.org) or can be obtained from the local product supplier.

The following information must be available onsite for inspections:

A copy of this Product Approval Cover Sheet.

A copy of the manufacturer’s information details and requirements for each product.

A copy of the Internet screen showing the product and its Florida Product Approval number, and the Florida Building Code edition.

| PRODUCT TYPE       | MANUFACTURER | MODEL#/SERIES | FL PRODUCT APPROVAL # OR MAIMI DADE NOA |
|--------------------|--------------|---------------|---|
| Exterior Doors     |              |               |   |
| Sliding            |              |               |   |
| Swinging           |              |               |   |
| Sectional/Rollup   |              |               |   |
| Other              |              |               |   |
| Windows            |              |               |   |
| Single/Double Hung |              |               |   |
| Horizontal Slider  |              |               |   |
| Casement           |              |               |   |
| Fixed              |              |               |   |
| Mullion            |              |               |   |
| Skylights          |              |               |   |
| Other              |              |               |   |
| Wall Panels        |              |               |   |
| Siding             |              |               |   |





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| Soffits               |  |  |  |
| Storefront            |  |  |  |
| Glass Block           |  |  |  |
| Other                 |  |  |  |
| Roofing Products      |  |  |  |
| Asphalt Shingles*     |  |  |  |
| Non-Structural Metal  |  |  |  |
| Roofing Tiles         |  |  |  |
| Single Ply Roof       |  |  |  |
| Other                 |  |  |  |
| Structural Components |  |  |  |
| Lintels               |  |  |  |
| Insulation Forms      |  |  |  |
| Other                 |  |  |  |

\* Manufacturer's installation instructions for asphalt shingles are not required to be submitted to the office but must be available onsite.

It is the applicant's responsibility to verify that specific products have been installed following their limitations and with the minimum required design pressures for the structure. Specific compliance will be verified during field inspections.

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

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

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



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## OWNER BUILDER AFFIDAVIT

PERMIT # \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Florida Statutes Chapter 489.103 Exemption (7) allows you, as the owner of your property to act as your contractor even though you do not have a license. Provided you comply with the following stipulations outlined below. **YOU MUST PERFORM, OR SUPERVISE THE CONSTRUCTION YOURSELF.**

To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy the City of Winter Park Building Division's requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. If any person violates the requirements of this subsection, the City of Winter Park Building Division shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

### DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.



5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (850)487-1395 or [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr) for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_.

12. I agree to notify THE CITY OF WINTER PARK immediately of any additions, deletions, or changes to any of the information that I have provided in this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be



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in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver's license, the notarized signature of the property owner, or other types of verification acceptable to the local permitting agency are required when the permit is issued.

Signature: \_\_\_\_\_  
Owner

The foregoing instrument was acknowledged before me the \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ who is personally known to me and/or who produced \_\_\_\_\_ as identification and who did not take an oath.

**Notary as to Owner** \_\_\_\_\_

Commission No. \_\_\_\_\_

State of FL. County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(SEAL)

According to Florida State Statute 713.135(7), all signatures must be notarized.



## Commercial and Multi-Family - ENGINEERING APPLICATION CHECKLIST

Your application requires a site plan with drainage and driveway information and a recent site survey. Failure to submit the required information may result in the rejection of your permit application. Please ensure that you have submitted all required documents.

Waste containers cannot be placed in the City's right-of-way without a separate Right of Way Permit from the Public Works Dept. Online application available on [Self-Service Portal](#) or call 407-599-3233.

Schedule an ENG Erosion Control Inspection immediately after permit issuance, before any work commences. This inspection is mandatory and a CO will not be issued if this inspection is not scheduled and passed prior to any construction activity.

Permit Address: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Please ✓ all documents that are attached and applicable

ENGINEERING: (for assistance 407-599-3233.)

Location of existing and proposed curb cuts and driveways

Location of existing and proposed sidewalks

UTILITIES: (Phone 407-599-3566 for locate assistance)

Existing and proposed water meter locations

Proposed water meter size

Sewer lateral location or installation

Proposed sewer clean-out shown

Survey of drainage, sewer, water, or other utility easements

Lake or canal irrigation and/or well location (irrigation or potable)



The structure is on: (mark all that apply)

Well  City water  City sewer  Septic Tank

**STORMWATER:**

Existing and proposed impervious area and total area tabulated. (See Building Dept. Setback/coverage form).

Provide stormwater retention per City Land Development Code, Article V, Environmental Protection Regulations - show dry retention areas on the plan with dimensions, depths, and total volume provided.

Existing and proposed spot elevations including lot corner elevations and drainage patterns (note flow arrows).

Provide existing and proposed finished floor and crown of roadway elevations.

Basements - provide basement floor and estimated high ground water elevations (if applicable).

Provide dewatering and demucking procedures using best management practices (if applicable).

Provide erosion control devices (i.e. silt fences) on all disturbed areas before and during construction.

Schedule an ENG Erosion Control Inspection immediately after permit issuance, before any work commences.

Notice of Intent filed with Florida Department of Environmental Protection (sites 1 acre or greater).

I understand the Engineering Erosion Control Inspection is mandatory, and a Stop Work Order will be issued if this inspection is not scheduled and passed before any construction activity. This procedure is required to obtain a CO.

I attest that the required documents are attached and required inspections are understood as denoted:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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