

Steps to Apply for a Demolition Permit

Single Family Residence; Duplex or Fee Simple Townhouses; or Commercial Building Only

1. Visit <http://cityofwinterpark.org/self-service> to register, apply, and upload documents.
2. Select the applicable demolition permit type.
3. For assistance contact permits@cityofwinterpark.org or 407-599-3237

Residential Required Submittal Information:

Permit Fee, SFR \$150 plus \$80 utility fees

- a) Demolition Permit Application/Affidavit signed and notarized by the owner and contractor (ensure to include contractor license number)

[Demolition Permit Application/Affidavit](#)

- b) Copy of Current General Liability Insurance and Workers Compensation
- c) Tree Survey
- d) Site plan that clearly identifies the structure or structures included in the demolition
- e) Rodent Removal Letter
- f) When presence of asbestos is determined, copy of notice that you have contacted Orange County Environmental Protection Division at 407.836.1400 for Demolition and Asbestos Removal Notification Requirements Prior to Start of Demolition or Renovation Work. F.A.C 62-257.301. (FBC 105.9)

Commercial Required Submittal Information:

Permit Fee, (.6%) of value or \$100, whichever is greater.

- a) Demolition Permit Application/Affidavit signed and notarized by the owner and contractor (ensure to include contractor license number)

[Demolition Permit Application/Affidavit](#)

- b) Copy of Current General Liability Insurance and Workers Compensation
 - c) Tree Survey
 - d) Site plan that clearly identifies the structure or structures included in the demolition
 - e) Rodent Removal Letter
 - f) Copy of notice that you have contacted Orange County Environmental Protection Division at 407.836.1400 for Demolition and Asbestos Removal Notification Requirements Prior to Start of Demolition or Renovation Work. F.A.C 62-257.301. (FBC 105.9)
 - g) Construction Site Management Plan
4. The same day the permit is applied and submitted online, pick-up the “Notice of Intent to Demolish” sign at the Winter Park Building & Permitting Services Department. This must be posted on site on the same day and shall remain in place for at least 30 days. 60-day posting may be required for Historic designated properties. Refer LCD 22-28(105.26) for additional posting information.
 5. Proceed to schedule the arbor and engineering pre-demolition inspections online.
 6. After all departmental review and inspection approvals in our database are obtained, permit fees are paid, and the required sign posting period has ended, the demolition permit may be issued.
 7. Complete demolition within 30 days of permit issuance.

8. After demolition, schedule a post demolition and building final inspections online.

WP LDC 105.25.2 Work hours: Residential areas zoned for one- and two-family dwellings: 7:30 a.m. to 6:00 p.m. (Non-residential 7:30 a.m. to 6:30 p.m.) Monday through Saturday; no work Sundays and Holidays.

Arborist Inspections Checklist

All shade trees over 9" in diameter on the property must be protected with approved tree protection barrier. Contact Urban Forestry Division at 407-599-3325 for detailed information on tree protection barrier. Sites without trees may omit this requirement.

Engineering Pre-Demolition Inspection Requirements

- Permit application in process.
- Protection of adjacent properties provided.
- Silt fence provided for erosion control and stormwater drainage protection.
[Installing Filter Fabric Silt Fence](#)
- Walkways, fences, protective coverings. (Certain commercial and multi-family projects).
- Other means of protection as needed (storm drain inlets, trees, etc.)
- Condition of adjacent sidewalks, streets and properties observed.
- Temporary sanitary facilities. (May be required for longer projects)
- Method and control of dust provided. (Fire hydrant or construction meter required)
- Asbestos removal method in compliance. (When applicable)

Building Pre-Demolition Inspection Requirement

- All utilities properly disconnected and capped.

Fire Department Requirement (Commercial and Multi-Family only)

Before disconnecting any Fire Protection Systems, call the Winter Park Fire-Rescue Department at 407-599-3610

Post Demolition Checklist

- All demolition work completed
- Site clear of all demolition materials and debris. Asbestos removal in compliance, when applicable. (FBC 3303)
- Surface holes, wells, septic tanks, etc., filled.
- Walkways, fences & protective coverings in place. (FBC 3305)
- Lot graded to prevent erosion and retain water on lot.
- Clean up of, sidewalks, streets and adjacent properties approved.
- Permit posted.