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**Building &
Permitting
Services**

Mechanical equipment change-outs - Permit application and submittal guidelines

All the following documentation and/or information should be uploaded to the Self-Service Portal when applying for a Mechanical equipment change-out like for like.

The required forms can be downloaded from the [FORMS and RESOURCES](#) area on the Building and Permitting Department webpage.

1. A completed Mechanical Equipment Permit Application.
2. A Notice of Commencement if valuation costs exceed \$15000.00.
3. An Owner/Builder Statement if a permit is issued to the property owner.
4. If new ductwork is to be installed provide a floor plan with the new duct layout
5. A letter from the property owner giving permission to perform the work for non-residential properties.

Location of residential mechanical equipment:

- Mechanical equipment shall not be located in any front yard or required side yard with street frontage unless totally shielded from view from the street by walls or vinyl fences otherwise complying with the zoning code.
- Mechanical equipment may be located up to ten feet from a rear lot line as long as they are adjacent to the accessory structure or principal structure.
- Mechanical equipment shall not be located in any required side yard or within ten feet from the rear lot line except that they may be permitted up to six feet from a side or rear property line if surrounded by a block wall equal in height to the equipment.
- Any mechanical equipment placed on a roof must be screened from view from surrounding properties and from public streets.

The complete text of the ordinance is available at [Municode.com Sec.58-71 \(h\)](#) of the City of Winter Park Land Development Code.