



**CITY OF WINTER PARK, FLORIDA**  
**BUILDING & PERMITTING SERVICES DEPARTMENT**  
[Permits@cityofwinterpark.org](mailto:Permits@cityofwinterpark.org) 407-599-3237  
**APPLICATION FOR BUILDING MOVING PERMIT**

Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Contractor License # \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email address \_\_\_\_\_

Application is made for a building moving permit as follows:

\$5,000 Bond on file with the City

Move - Within City \_\_\_\_\_

Into City \_\_\_\_\_

Out of City \_\_\_\_\_

In Transit \_\_\_\_\_

Present site-address \_\_\_\_\_  
(If applicable)

**APPLICANT NOTE:** NOTIFICATION SHALL BE GIVEN BY THE CONTRACTOR TO THE OPERATIONS DIVISION, POLICE DEPARTMENT (599-3281) AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE SCHEDULED MOVE, IF FOR ANY REASON THE BUILDING CANNOT BE MOVED AS SCHEDULED. FAILURE TO ADVISE THE POLICE DEPARTMENT AND THE BUILDING OFFICIAL SHALL RESULT IN FORFEITURE OF THE PERMIT FEE AND PAYMENTS ADVANCED FOR SERVICES AND EQUIPMENT FURNISHED BY THE CITY.

**APPLICATIONS FOR APPROVAL TO RELOCATE ANY BUILDING WITHIN THE CITY OF WINTER PARK SHALL BE APPROVED BY THE CITY COMMISSION. SUBMIT APPLICATION AT LEAST 3 WEEKS PRIOR TO CITY COMMISSION WORK SESSION.**

ALL BUILDING MOVING AND NECESSARY IMPROVEMENTS REQUIRED TO COMPLY WITH THE CITY BUILDING CODE MUST BE ACCOMPLISHED WITHIN NINETY (90) DAYS FROM THE DATE OF ISSUANCE OF THE MOVING PERMIT.

**INSTRUCTIONS TO APPLICANT:**

Submit the following items: (For moving within or into the City)

- 1) Photographs showing all elevations of structure
- 2) Proposed relocation site plan showing all setbacks to building(s), parking, & trees
- 3) Remodeling and foundation plans (Engineered per Code)
- 4) Engineer/Architect sealed plans for any temporary buildings.
- 5) CONTACT THE BUILDING DEPT. TO ARRANGE INSPECTION OF OFFSITE BUILDINGS

Building Moving Permit Application

Present site-legal description \_\_\_\_\_  
(If applicable) \_\_\_\_\_

Proposed site-address \_\_\_\_\_

Proposed site-legal description \_\_\_\_\_  
\_\_\_\_\_

Building: Occupancy classification & type \_\_\_\_\_

Length \_\_\_\_\_ ft., Width \_\_\_\_\_ ft., Loaded Height \_\_\_\_\_ ft. \_\_\_\_\_

Owner of property \_\_\_\_\_

Address of Owner \_\_\_\_\_

Building shall be moved on: Date \_\_\_\_\_ Time \_\_\_\_\_ a.m. or p.m.

Route: \_\_\_\_\_  
\_\_\_\_\_

The offices listed below shall review and sign this application to signify approval in the issuance of a Building Moving Permit by the Building Official.

Additional approvals may be required by other government agencies and utilities companies. The applicant is responsible for obtaining all necessary permits and approvals where applicable; i.e.: Department of Transportation or utility companies that may be concerned and are not listed below.

CLEARANCES TO BE OBTAINED:

Winter Park Utilities

Clearance by \_\_\_\_\_  
Name Title Date

Century Link Telephone Co.

Clearance by \_\_\_\_\_  
Name Title Date

Peoples Gas Co.

Clearance by \_\_\_\_\_  
Name Title Date

SRX/DOT R.R.

Clearance by Name Title Date  
\_\_\_\_\_

WP Electric Utilities

Clearance by Name Title Date  
\_\_\_\_\_

Building Moving Permit Application

Brighthouse Cable  
Clearance by Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Parks Department  
Move not to be made before \_\_\_\_\_ (date) Estimated Cost \$ \_\_\_\_\_  
Approved by \_\_\_\_\_

Public Works Dept \_\_\_\_\_ (date) Estimated Cost \$ \_\_\_\_\_  
Approved by \_\_\_\_\_

Fire Marshal \_\_\_\_\_ (date) Estimated Cost \$ \_\_\_\_\_  
Approved by \_\_\_\_\_

Police Dept. (Operations Division) \_\_\_\_\_ (date) Estimated Cost \$ \_\_\_\_\_  
PROVIDE MINIMUM OF 48 HOUR NOTICE  
Approved by \_\_\_\_\_

Building Department  
Total Estimated Cost of Services \_\_\_\_\_

MOVER, NOTE:

The cost of services noted at right is an estimate. Should actual costs for the move exceed your deposit, you will be billed for the balance. A refund will be made if actual costs are less than your deposit.

Permit Granted \_\_\_\_\_ Date \_\_\_\_\_  
George J. Wiggins, Building Official