



401 South Park Avenue • Winter Park, Florida 32789

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

**Building &  
Permitting  
Services**

## MECHANICAL PERMIT APPLICATION

PLEASE PRINT APPLICATION INFORMATION:  Stand-alone  Sub permit

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

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

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

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

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

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

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

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

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

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

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

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

**Please indicate the nature of the work by completing the information below:**

1. Air conditioning: No. of Units \_\_\_\_\_ Tons Per Unit \_\_\_\_\_ Total Tons \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_  
Type of System: Water to Air \_\_\_\_\_ Chiller \_\_\_\_\_ Split System \_\_\_\_\_ Package \_\_\_\_\_ Heat Pump \_\_\_\_\_
2. Heating: No. of Units \_\_\_\_\_ KWS per unit \_\_\_\_\_ Total KWS \_\_\_\_\_ BTU's \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
3. Ventilation: (number of) Grease \_\_\_\_\_ (or) Heat \_\_\_\_\_, Hoods, Air Intakes \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_  
Exhaust Fans \_\_\_\_\_ Dryer Vents \_\_\_\_\_
4. Refrigeration: Number of units \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
5. Piping: Air \_\_\_\_\_ Vacuum \_\_\_\_\_ Steam \_\_\_\_\_ Chill Water \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
6. Others..... (Specify) \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_
7. Was the space previously Air Conditioned? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Comments \_\_\_\_\_

Sec. 58-71(h)(3). General provisions for residential zoning districts

Air-conditioning equipment shall not be located in any front yard or side yard with street frontage unless totally shielded from view from the street by shrubbery or walls and fences otherwise complying with the zoning code. Air-conditioning 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. Air-conditioning compressors and electric generators shall not be located in any side yard or within ten feet from the rear lot line except that they may be permitted six feet from a side or rear property line if surrounded by a block wall equal in height to the equipment. In addition, for lots over 75 feet in width, air-conditioning compressors and electric generators may be located ten feet from the side lot line. Any air-conditioning equipment placed on a roof must be screened from view from surrounding properties and public streets.

**INITIAL FOR ACKNOWLEDGEMENT OF THE PROVISION** \_\_\_\_\_



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## Building & Permitting Services

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.

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