



401 South Park Avenue • Winter Park, Florida 32789

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

**Building &  
Permitting  
Services**

## **CONTRACTOR'S WELCOME INFORMATION**

The City of Winter Park and the Building & Permitting Services Department wishes to welcome you. We are providing this guide sheet to help you become familiar with our permitting and inspection procedures and processes.

### **Contractor Registration:**

For contractor registration with the City of Winter Park, please email a valid state license and certificates of insurance for general liability and workers' compensation to:

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

### **Permit application:**

After your registration, all permits shall be requested through our Self-Service Portal.

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

for videos and tutorials on how to use our self-service portal.

All online applications must include a **signed and notarized application form**.

For permit fees, we accept payment online and in person but cannot take payments over the phone. We accept cash, check, Visa®, MasterCard®, and Discover®.

A Recorded Notice of Commencement is required for permits over \$2500 prior to first inspection.



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All Non-Residential work must use the City of Winter Park franchise waste hauler.

Please contact Waste Pro at 407-288-4723.

### **Construction signs guidelines:**

Single-family and duplex building projects shall be limited to one sign per street frontage and shall not exceed 8 square feet in size or 6 feet in height;

Multifamily building projects signs shall be limited to 32 square feet in size and 8 feet in height; and shall be no larger or higher than the size that is permitted for permanent ground signs for nonresidential building projects.

### **Construction hours: (piledrivers, hammers, etc.)**

Monday through Friday: 7:00 a.m. to 8:00 p.m.

Saturday: 8:00 a.m. to 6:00 p.m.

Sunday: Work is not allowed.

Holidays: any time on New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day or Christmas Day – Work is not allowed

### **Operation of Power tools: (mechanically powered saw, drill, grinder, leaf blower, lawn or garden tool or similar tool)**

Monday through Friday: 7:00 a.m. to 9:00 p.m.

Saturday: 8:00 a.m. to 6:00 p.m.



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Sunday: 9:00 a.m. to 6:00 p.m.

Holidays: any time on New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day or Christmas Day – Work is not allowed

### **Operation of a leaf blower that is powered by an internal combustion engine or motor:**

Monday through Friday: 7:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 6:00 p.m.

Sunday: 12:00 pm to 6:00 p.m.

### **Demolition hours:**

Residential areas zoned for one and two-family dwellings:

Monday through Friday: 7:30 a.m. to 6:00 p.m.

Saturday: 8:00 a.m. to 5:00 p.m.

Sunday: Work is not allowed

Non-residential or multi-family zoned areas:

Monday through Friday: 7:30 a.m. to 6:00 p.m.

Saturday: 7:30 a.m. to 6:00 p.m.

Sunday: Work is not allowed

Holidays: any time on New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day or Christmas Day – Work is not allowed



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### Inspections:

To request inspections, please visit: <https://cityofwinterpark.org/self-service/> or Call the inspection line (407)-599-3350.

Inspections must be scheduled by 4 p.m. the day prior to the requested inspection.

Inspections cannot be scheduled through the Permitting Services desk.

Videos and tutorials are available on how to schedule an inspection with the self-service portal.

On the day of the inspection, provide stamped drawings and any required documents such as A slab survey or height certificate. The permit card must be posted at all times. Keep the jobsite address visible from the street at all times.

All other department Final Inspections must be completed prior to scheduling a Building Final.

If you have any additional questions please contact the Building and Permitting Department at [permits@cityofwinterpark.org](mailto:permits@cityofwinterpark.org).