



# City of Winter Park

## Building & Permitting Services Department

401 S Park Ave. • 407-599-3237  
[cityofwinterpark.org](http://cityofwinterpark.org)

## Welcome

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

We currently offer online submittals of building plans and trade permits. Please visit [cityofwinterpark.org/bps](http://cityofwinterpark.org/bps) to view this process

To view the status of a permit and make online payments please visit our website at [cityofwinterpark.org/trackingstatus](http://cityofwinterpark.org/trackingstatus) and input the permit number

All applications must have a notarized signature of the owner and licensed contractor. Only sub-permits applied for under an active building permit do not require the signature of the owner.

A Recorded Notice of Commencement is required for permits over \$2500 prior to first inspection. It is preferable to provide recorded NOC at time of permit issuance

License holder or power of attorney is required to pick up the permit.

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

Updated license, bond, and workers compensation information can be emailed to [permits@cityofwinterpark.org](mailto:permits@cityofwinterpark.org). Expired information will not allow inspections to be scheduled.

All non-Single-Family Residential work must use the City of Winter Park franchise waste hauler. Please contact Waste Pro at 407-288-4723

Construction signs shall be limited to one per street frontage and shall not exceed 8 square feet in size or 6 feet in height for single family and duplex building projects; 32 square feet in size and 8 feet in height for multifamily building projects; and no larger or higher than the size that is permitted for permanent ground signs for nonresidential building projects.

Construction-related noise is not allowable after 9 p.m. and before 7 a.m., Monday through Saturday. Construction activities are not allowed on Sundays and holidays.

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

Inspections must be scheduled by 4 p.m. the day prior to the requested inspection. Inspections may be scheduled either online using the pin number printed the permit or over the automated inspection at 407-599-3350. Inspections cannot be scheduled through the Permitting Services desk.

All other department Final Inspections must be completed prior to scheduling a Building Final. Please review the green sheet provided in your permit package for inspections and inspection contact information.

To pick up a Certificate of Occupancy please provide the Pest Prevention Certification as well as the signed off permit card.

**City of Winter Park**  
**BUILDING & PERMITTING SERVICES**

401 S. Park Ave.

407-599-3237 phone

407-599-3499 fax

[cityofwinterpark.org](http://cityofwinterpark.org)

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