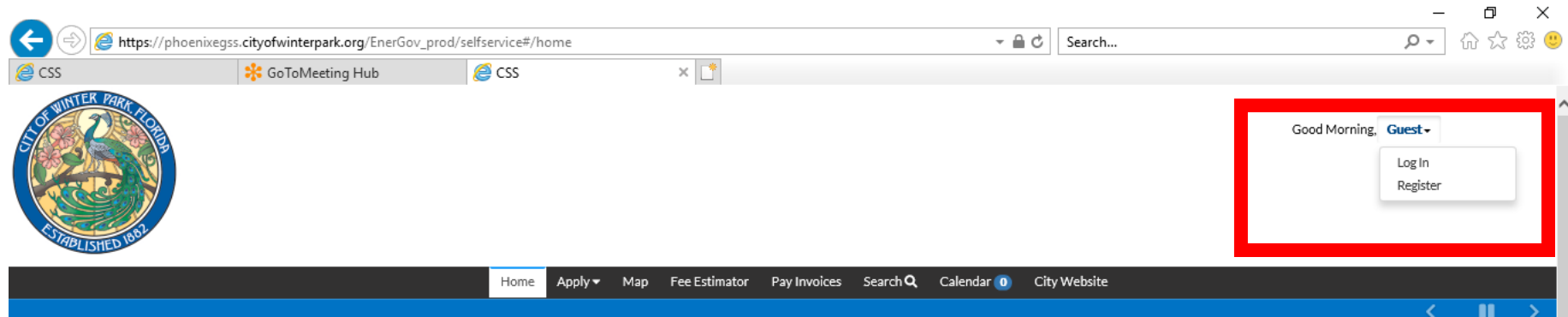


Applying for a Permit

Step 1: Go to

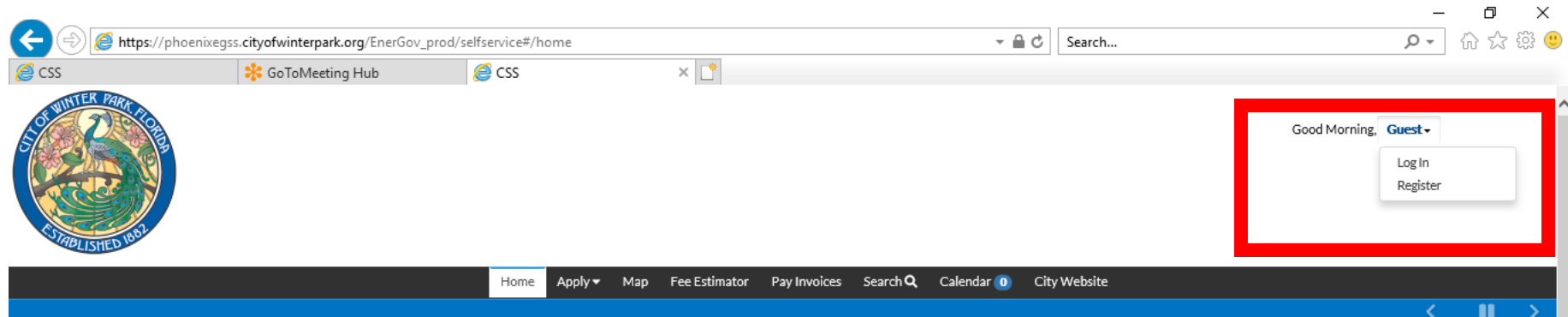
And Register-select in the top right corner



You will need a valid email address in order to register

Step 2: Login

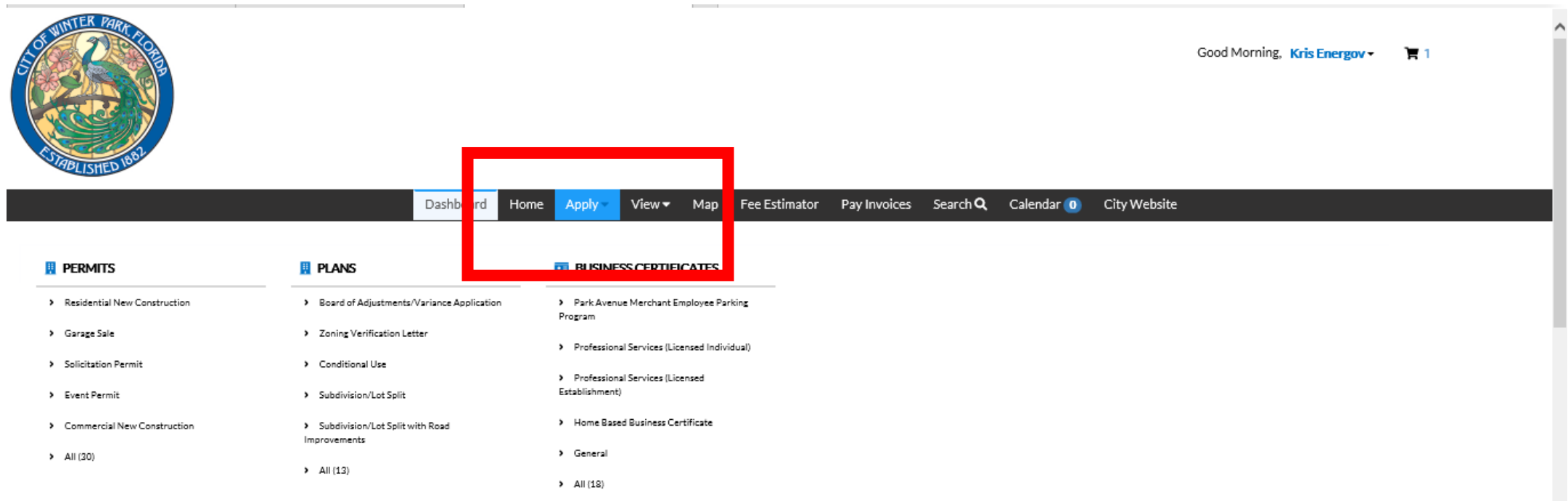
And Login



Use the Username and Password you just created

Step 3: Apply

Select Apply and then Select the type of Permit, Plan or Certificate you wish to apply. Selecting All will send you to the next page and allow you to search for a specific application



The screenshot displays the City of Winter Park Florida website interface. In the top left corner is the city seal, which features a peacock and the text "CITY OF WINTER PARK, FLORIDA" and "ESTABLISHED 1882". In the top right corner, there is a greeting "Good Morning, Kris Energov" and a shopping cart icon with the number "1". A dark navigation bar contains several menu items: "Dashboard", "Home", "Apply", "View", "Map", "Fee Estimator", "Pay Invoices", "Search", "Calendar", and "City Website". The "Apply" menu item is highlighted with a red rectangular box. Below the navigation bar, the page is organized into three columns: "PERMITS", "PLANS", and "BUSINESS CERTIFICATES". Each column contains a list of application categories with expandable arrows. The "PERMITS" column lists: Residential New Construction, Garage Sale, Solicitation Permit, Event Permit, Commercial New Construction, and All (30). The "PLANS" column lists: Board of Adjustments/Variance Application, Zoning Verification Letter, Conditional Use, Subdivision/Lot Split, Subdivision/Lot Split with Road Improvements, and All (13). The "BUSINESS CERTIFICATES" column lists: Park Avenue Merchant Employee Parking Program, Professional Services (Licensed Individual), Professional Services (Licensed Establishment), Home Based Business Certificate, General, and All (18).

Step 3: Apply

Using the Search field you can search for application type by typing in keywords or you can scroll through the list



Good Morning, **Kris Energov** 1

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Application Assistant

All

Trending

My History

BUSINESS
CERTIFICATES

PERMITS

PLANS

[Show Categories](#)

[Show My Templates](#)

Change/Request of Address



Category Name:
Addressing

Description:
Use this application for the request of a new address within Winter Park. use this application for the request of a change of address

[Apply](#)

Step 3: Apply

Once you find the application you wish to apply for then select the “Apply” button

Residential Addition		
Category Name: Residential Building	Description: Additions to existing single family, townhome, and duplex. This also includes alterations to the existing structure in conjunction with an addition.	
Residential Alteration, Remodel, Repair		
Category Name: Residential Building	Description: For existing single family homes, townhomes, and duplexes	

Step 4: Add a location

Select the large blue button to add the required location of the activity.
On the next page then type in the address in the search menu and
select the blue button

ESTABLISHED 1862

Dashboard Home Apply View M

Apply for Permit - Residential Addition

1 2 3
Locations Type Conti

LOCATIONS

Location

Add Location

+

REQUIRED

Create Template

Dashboard Home Apply View M

Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 401 s park

Step 4: Add a location

Once the address is found select the add button. If you address is not listed please follow the link to contact City of Winter Park Addressing.
Do not select an adjacent address as this will delay your application

Address Information

Search 

Address	Action
401 ELECTRIC WATER AND SEWER S PARK AVE WINTER PARK, FL 32789-4319	Add
401 NEWS RACKS S PARK AVE WINTER PARK, FL 32789-4319	Add
401 ELECTRIC S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add

Results per page 1 - 6 of 6 << < 1 > >>

Step 4: Add a location

With the Proper Address Now Selected and Listed under Locations. Select the “Next” button on the bottom right. If you need to leave your application at anytime you may select the “Save Draft”

Address Information

Search 

Address	Action
401 ELECTRIC WATER AND SEWER S PARK AVE WINTER PARK, FL 32789-4319	Add
401 NEWS RACKS S PARK AVE WINTER PARK, FL 32789-4319	Add
401 ELECTRIC S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add

Results per page 1 - 6 of 6 << < 1 > >>

Step 4: Add a location

With the Proper Address Now Selected and Listed under Locations. Select the “Next” button on the bottom right. If you need to leave your application at anytime you may select the “Save Draft”

Address Information

Search 

Address	Action
401 ELECTRIC WATER AND SEWER S PARK AVE WINTER PARK, FL 32789-4319	Add
401 NEWS RACKS S PARK AVE WINTER PARK, FL 32789-4319	Add
401 ELECTRIC S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add

Results per page 1 - 6 of 6 << < 1 > >>

Step 5: Add Permit Details

Complete all required field identified with “*”. This will differ depending on the permit type. Once complete select the next button

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar 0 City Website

Apply for Permit - Residential Addition *REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

*Permit Type

*Description

*Square Feet

*Valuation

Back Create Template Save Draft **Next**

Step 6: Add Contacts

Add all members of the project team you wish to participate in your application. Some applications require particular contacts be added.

Select the Contact Type from the pull down and select the “Add Contact” blue button

The screenshot shows a web application interface for a permit application. At the top, there is a navigation bar with links: Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. Below the navigation bar, the page title is "Apply for Permit - Residential Addition" with a "REQUIRED" indicator. A progress bar shows six steps: Locations (checked), Type (checked), Contacts (active), More Info, Attachments, and Review and Submit. The "CONTACTS" section is highlighted with a red box. It contains a card for the applicant, "Kris Energov (You)", with contact information. A blue button with a white plus sign is visible, and a dropdown menu is open, showing options: "Alternate Contact", "Applicant", "Architect", "Contractor", and "Owner". At the bottom, there are buttons for "Back", "Create Template", "Save Draft", and "Next".

Step 6: Add Contacts

To enter a new Contact select “Enter Manually” and enter required fields. Once a contact is entered they can be found in the “Search” menu

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Q Calendar 0 City Website

[Back to Application](#)

Add Contact

Add Contact As Contractor

Search **Enter Manually** My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Step 6: Add Contacts

Once all Contact have been added select the blue “Next” button


Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for Permit - Residential Addition *REQUIRED

Locations Type **3** Contacts More Info Attachments Review and Submit

CONTACTS

Applicant


Kris Energov (You)
new york times
401 Park, Winter Park, FL

CONTACT

Alternate Contact
Applicant
Architect
Contractor
Owner

Back Create Template Save Draft **Next**

Step 7: More Info

If requested to provide additional information please complete before selecting blue "Next" button to continue

The screenshot shows a web browser window with the URL https://phoenixegss.cityofwinterpark.org/EnerGov_prod/selfservice#/permit/apply/79/0/0. The browser tabs include 'CSS', 'GoToMeeting Hub', and 'Apply for Permit'. The page header features the City of Winter Park logo and the text 'Good Morning, Kris Energov'. A navigation bar contains links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. The main content area is titled 'Apply for Permit - Residential Addition' and includes a progress indicator with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The 'More Info' step is currently active and highlighted with a blue circle. Below the progress indicator, the 'MORE INFO' section is visible, and the 'Next' button is highlighted with a red rectangular box.

Step 7: Attachments

Upload scanned documents as required for the type of permit. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for Permit - Residential Addition **REQUIRED**





Locations Type Contacts More Info **5** **6** Review and Submit

Attachments

Attachment Type	Supported File Formats	Requirement
Energy Calculations	.pdf	REQUIRED
Product Approvals	*	REQUIRED
Setback Coverage Form	.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt	REQUIRED
Building Drawings	.pdf	REQUIRED

Step 7: Attachments

Upload scanned documents as required for the type of permit. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button

 Energy Calculations energy calc.pdf Size: 870.85 KB Remove	 Product Approvals Product approval cover.pdf Size: 137.74 KB Remove	 Setback Coverage Form Setback Coverage WS.PDF Size: 446.06 KB Remove	 Building Drawings 2232570_Seals wm.pdf Size: 7.21 MB Remove
---	--	---	--

Additional Supporting Information ⓘ

Additional Supporting Information

Add Attachment

+

Supported:
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

Step 8: Submit Application

Verify that all information on the Review and Submit page is correct.
When ready select blue "Submit" button

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Apply for Permit - Residential Addition *REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

Submit

Locations

Location	401 S PARK AVE WINTER PARK, FL 32789-4319
Parcel Number	302205940066010

Basic Info

Type	Residential Addition
Description	a single family addition
Square Feet	1000
Valuation	125000
Applied Date	05/19/2020

Contacts

Step 8: Pay Submittal Fees

If a submittal fee is required at time of submittal the fees are shown and you would select blue “Add to Cart” to complete payment. Once fees are paid click



Good Morning, [Kris Energov](#) 

[Dashboard](#) [Home](#) [Apply](#) [View](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#) [City Website](#)

✔ Your permit was successfully created!

[Continue to permit](#)

Fees

\$0.00

[View Details](#)

[Add to Cart](#)

Step 9: Permit Status

Your permit number is now assigned. From this page one can view the status of their application as it moves through the workflow. You will receive notices via email as well when actions are necessary to be completed.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Permit Number: BLDR - 20 - 0032

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Residential Addition **Status:** Submitted - Online **Project Name:**

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Confirm Addressing
- Document Check
- Building Review (Residential)
- Contractor Licensing Confirmation
- Demo Permit Issued
- Document Preparation

Available Actions

No Actions