



**CITY OF WINTER SPRINGS  
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434  
Winter Springs, Florida 32708

[customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)

**Application – Building Permit**

The Community Development Director reserves the right to determine whether this application is complete and accurate. An incomplete application will not be processed and will be returned to the applicant. The application shall be reviewed per applicable [Florida Building Code](#).

Per [Sec. 9-607](#) Residential compatibility and harmony regulations. Before any building permit is issued for the addition, modification or expansion of any building or structure on a residential lot, the city manager or designee shall consider and review the plans and specifications to determine whether or not the proposed addition, modification or expansion is compatible and in harmony with existing buildings and structures on the subject property and with the surrounding neighborhood. Compatibility and harmony shall be determined based on a review of the setting, landscaping, proportions, materials, colors, texture, scale, unity, balance, rhythm, contrast and simplicity of the proposed addition, modification or expansion. Applications shall be reviewed for sufficiency (completeness) within thirty (30) calendar days per [FL Statue 166.033](#).

**PERMIT TYPE** (Check One):  Commercial  Residential **Specify Occupancy Group:** \_\_\_\_\_

**Effective Codes: Florida Building Codes, 8<sup>th</sup> Edition 2023 Building, Residential, Existing Building, Mechanical Plumbing, Fuel Gas, Energy Conservation, Accessibility; 2020 Electrical (NEC); 8<sup>th</sup> Edition 2023 Fire Prevention**

**PERMITS REQUESTED** (Check all that apply)

- Electrical  Mechanical  Plumbing  Roof  Gas  Pool  Fence
- Alteration  Addition  Demo  New Construction \_\_\_\_\_ Other (Specify)
- Shed [Code Sec. 6-84](#) [Sec. 9-607](#) Residential compatibility and harmony regulations.
- Accessory Dwelling Units (ADU) [Code Sec. 6-85](#)

**PROPERTY OWNER NAME:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project address: \_\_\_\_\_

Parcel # \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

**PERSON WHO WILL UPLOAD PLANS\*** (First, Last): \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ License#: \_\_\_\_\_  
(Business Name)

Qualifier Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Address: \_\_\_\_\_

Complete Description of Work: \_\_\_\_\_



**CITY OF WINTER SPRINGS  
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434  
Winter Springs, Florida 32708  
[customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)  
**Application – Building Permit**

**ELECTRICAL:** (Check One)

Single Phase     Three Phase =<240Volt     Three Phase >240Volt     T-Pole Needed  
Existing Amperage: \_\_\_\_\_ Amperage Added: \_\_\_\_\_ Total Amperage: \_\_\_\_\_

**MECHANICAL:** Tons \_\_\_\_\_ Seer \_\_\_\_\_ Split \_\_\_\_\_ Package \_\_\_\_\_ Roof Top \_\_\_\_\_ Curb/Stand \_\_\_\_\_ Attic \_\_\_\_\_

**PLUMBING:** Number of Fixtures \_\_\_\_\_ *Florida Building Code Plumbing Sec.403*

**ROOF:**  Shingle/Shake     Metal     Tile     Modified     Other    Number of Squares: \_\_\_\_\_

**SLOPE:**  Flat     Pitched    **EVE HEIGHT:** \_\_\_\_\_    **PITCH:** \_\_\_\_\_    **PHOTOS:** \_\_\_\_\_ Adjacent Residences

**FENCE:** Material \_\_\_\_\_ Height: \_\_\_\_\_ Linear Ft: \_\_\_\_\_ *Please see Fence Guidelines*

**GAS:** # Outlets \_\_\_\_\_ (Check all that Apply)     Propane     Natural Gas     Existing Tank/Meter    \_\_\_\_\_ Survey

**TOTAL PROJECT COST \$** (Including Labor and Materials) \_\_\_\_\_    **TOTAL SQ FOOTAGE:** \_\_\_\_\_

Living (SF) 1<sup>st</sup> Floor: \_\_\_\_\_ Living (SF) 2<sup>nd</sup> Floor: \_\_\_\_\_ All Other Living (SF): \_\_\_\_\_

Garage: \_\_\_\_\_ Entry: \_\_\_\_\_ Rear Porch: \_\_\_\_\_ Other non-air conditioned: \_\_\_\_\_

**PLANNING:** Provide Total Lot Coverage % \_\_\_\_\_ include all improvements for the calculation.

Depict Setbacks on Survey \_\_\_\_\_ Color Renderings: \_\_\_\_\_ Height: \_\_\_\_\_ Primary \_\_\_\_\_ Proposed

**TREE REMOVAL:** Yes/No? \_\_\_\_\_ Tree Survey \_\_\_\_\_ ([Chapter 5 Tree Protection and Preservation](#))

**\*\*If trees are being removed, a separate Arbor Permit is required\*\* ENGINEERING:**

\_\_\_\_\_ Finished Floor Elevation

**ROOF PROJECT COST** based material; Shingle \$200/Square, Metal \$300/Square, Tile \$400/Square

**NEW CONSTRUCTION PROJECT COST WILL BE BASED ON CURRENT ICC BUILDING DATA TABLE OR ACTUAL VALUE WHICHEVER IS GREATER**

**SUBCONTRACTORS**

Trade	Company Name	Qualifier Name	License Number	Project Cost
<b>Electrical</b>				\$
Email:		Phone:		
<b>Mechanical</b>				\$
Email:		Phone:		
<b>Plumbing</b>				\$
Email:		Phone:		
<b>Roofer</b>				\$
Email:		Phone:		
<b>Gas</b>				\$
Email:		Phone:		
<b>Other (Specify)</b>				\$



**CITY OF WINTER SPRINGS  
COMMUNITY DEVELOPMENT DEPARTMENT**

1126 East State Road 434  
Winter Springs, Florida 32708

[customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)

**Application – Building Permit**

**NOTICE**

Application is hereby made to obtain a permit to do the work and installation as indicated. **I certify that no work or installation has commenced prior to issuance of a permit** and that all work will be performed to meet all codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for myself and any trades are in accordance with state laws. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONING SYSTEMS.

I FURTHER UNDERSTAND THAT WORK MUST COMMENCE WITHIN 6 MONTHS FROM THE DATE OF PERMIT ISSUANCE AND THAT THE PERMIT WILL EXPIRE IF THE WORK AUTHORIZED BY THE PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AFTER THE TIME THE WORK IS COMMENCED PER THE FLORIDA BUILDING CODE BUILDING SECTION 105.4

I certify that I have read and understand this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel any other state or local law regulating construction or performance of construction.

**This application must be signed in the presence of a notary.**

\_\_\_\_\_  
Owner /Agent Signature

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

STATE OF FLORIDA, COUNTY OF SEMINOLE

STATE OF FLORIDA, COUNTY OF SEMINOLE

The foregoing instrument was acknowledged  
Before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ By \_\_\_\_\_

The foregoing instrument was acknowledged  
Before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ By \_\_\_\_\_

who is personally known to me/or has produced  
\_\_\_\_\_

who is personally known to me/or has produced  
\_\_\_\_\_

as identification and who (did not) take an oath.

as identification and who (did not) take an oath.

Notary \_\_\_\_\_  
(seal)

Notary \_\_\_\_\_  
(seal)