



## CITY OF WINTER SPRINGS, FLORIDA

1126 EAST STATE ROAD 434  
WINTER SPRINGS, FLORIDA 32708-2799  
Telephone (407) 327-1800

# Building Permit Process

### *For Permits Not Requiring Building Plan Review (OTC, MEPs)*

**STEP 1:** Complete the [Application for Permit \(PDF\)](#).

**STEP 2:** Print the application and have the form notarized.

**STEP 3:** Submit the form with all the other required documents via email to [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org). Possible required application documents include:

- Contractor registration form (new) or updated information (registered)
- Notice of Commencement if over \$2500, or \$7500 Mechanical
- Power of Attorney (if needed)
- The City's Product Approval form

**STEP 4:** The permit specialist will then review your permit request. If the application is sufficient, you will be sent an invoice to make an [online payment](#) or in-person payment.

**STEP 5:** The permit will be issued to the contractor or the person of record.

**STEP 6:** The permit specialist will print the permit and the inspection card (online payments will receive their cards via email).

**STEP 7:** [Inspection Requests](#) should be made online before 4 p.m. on the City's website or via voicemail on our inspection line at (407) 327-7596.

### *For Permits Requiring Building Plan Review*

**STEP 1:** Complete the [Application for Permit \(PDF\)](#).

**STEP 2:** Print the application and have the form notarized.

**STEP 3:** Submit the form with all the other required documents via email to [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org). Include the contractor registration form for new contractors or updated information if already registered.

**STEP 4:** The permit specialist will review your permit request. If the application is sufficient, you will be sent an invitation to upload your drawings and documents for plan review into our ePlans ProjectDox system. See the [ePlans Quick Start webpage](#).

- **Please Note:** You must click the "Upload Complete" button in ePlans to complete the upload process. Allow 12 business days per review cycle.



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**STEP 5:** When the plan review is completed and approved, you will be sent an invoice to make an [online payment](#) or in-person payment.

**STEP 6:** The permit will be issued to the contractor or the person of record.

**STEP 7:** The permit specialist will print the permit and the inspection card (online payments will receive their cards via email).

**STEP 8:** [Inspection Requests](#) should be made online before 4 p.m. on the City's website or via voicemail on our inspection line at (407) 327-7596.

**STEP 9:** The permit and inspection card is your record of proof when the final inspection is completed.

**STEP 10:** Projects requiring Certificates of Completion, COs should call or email the Building Division when the Building Final passes inspection and the site is ready to request the final CO inspections (engineering, utility, arbor, etc.).