



## Single Family Residence Application Requirements

Apply online at: <http://permits.occoee.org>

Single Family Residence permits will be issued as a “primary” permit with sub-permits for all sub-trade contractors.

**Electronic File Requirements:** All electronic documents submitted as part of an application, plan rework, plan revision, as-built, or inspection report shall be submitted electronically, and in accordance with all applicable digital signature requirements by Florida Statutes. Records may be submitted via the online permitting system, flash drive, or CD-RW Disk in a computer-readable file conforming to the specifications of the Portable Document Format (PDF). (PDF versions 1.4 through 1.7, PDF/A-1, and PDF/A-2) Paper submissions will not be accepted after December 1, 2017

**Contractor Requirements:** Prior to submitting any permit application, all licensed contractors are required to maintain an active registration status and current proof of contractor’s state license, general liability and workers’ compensation. First time contractor applicants must register online at: <http://permits.occoee.org>

**Application Documents:** *The following application documents must be submitted as one single PDF file.*

### **DO NOT COMBINE NOC, CREDIT LETTERS, PLANS, SPECIFICATIONS OR SURVEYS WITH “APPLICATION DOCUMENTS”**

- **Building Permit Application:** Signed and notarized. Application must include correct address and complete parcel I.D. number. Include all applicable sub-contractors.
- **Owner Builder Statement Affidavit:** Signed and notarized by property owner, if property owner is acting as his/her own contractor.
- **Limited Power of Attorney:** Required if licensed holder appoints an employee to sign the permit application as the contractor. Power of Attorney must be site specific and notarized.
- **Sub-Contractor Authorization Forms:** Signed and notarized by the license holder acting as a sub-contractor.
- **Fee Calculation Sheet Form:** Required for sub-permit fee calculation.
- **Proof of Property Ownership:** Deed, tax bill or receipt, closing statement, or a printout from the property appraiser’s office.
- **Septic/Well System Permit:** Copy of permit from Orange County Consumer Health. (If applicable) *Per State Statute No.: 381.0065 (4)*

**Credit Letters:** Assignment of developer credits/ERUs letters must be combined into one single PDF document.

- **Assignment of Impact Fee credits:** or water and sewer pre-payment credits: Please submit all corresponding credit letters signed and notarized. (If applicable).

**Construction Documents:** The following documents must be submitted electronically as one individual PDF file per document or plan section listed below. Plan sections that were split into multiple single-page PDF files and large monolithic files will not be accepted.

**Plan Requirements:** Plans must be arranged into separate PDF files by individual plan sections drawn to scale, minimum acceptable scale is 1/4 inch to 1 foot and size Architect D (24" x 36" or 610 mm x 914 mm). All plans must comply with the Florida Building Code 5<sup>th</sup> Edition 2014.

- **Architectural Plan Section:** Floor plan, and exterior elevations *(Individual options, and cosmetic details will not be accepted)*
- **Structural Plan Section:** Framing, roof layout, floor layout, foundation details, lintel details, truss layout, and first & second floor structural details
- Truss Packages for roof and floor
- Electrical Plan Section
- Electrical Riser Sheet and wiring diagram with load calculations. (2011 NEC)
- Plumbing Plan Section
- Plumbing/Gas Riser Diagram Sheet
- Mechanical Plan Section
- Mechanical Duct Layout Plan Sheet
- **Product Approval Specification Form:** Complete with the Florida Product Approval numbers
- Florida Energy Calculation Package: Signed by the person preparing it and the contractor
- Florida Energy Calculation cover sheet ONLY
- Floor plan with the dimensions & proposed plat (survey) for Orange County Property Appraiser.
- **Proposed Plot (Survey):** Must be digitally signed & sealed by a Florida licensed Professional Surveyor and Mapper, all elevations are to be actual, NAVD 88 with the latest adjustments. Minimum elevation points for boundary, each corner and at mid points of each property line.
  1. Proposed drainage plan with directional arrows.
  2. All setback dimensions to existing and proposed structures.
  3. Proposed finish floor elevation.
  4. Percentage of lot covered by structure.
  5. Percentage of lot covered by impervious surface.
  6. Location of well and/or septic system.
  7. Show all rights-of-way with centerline elevations and easements.
  8. Show all trees indicating type, caliper, and noted to remain or remove.
  9. Indicate location of all proposed or existing structures.
  10. Show area of lot in square feet.

**AT THE TIME OF INSPECTION, PERMIT HOLDER/CONTRACTOR MUST PROVIDE A COMPLETE PACKAGE OF INSTALLATION INSTRUCTIONS CORRESPONDING TO THE PRODUCT APPROVAL SPECIFICATION SHEET TO AVOID RE-INSPECTION PENALTIES.**

***All information on the permit application must be provided. Failure to complete may cause a delay in processing or issuing your permit.***