



## Townhomes Application Requirements

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

Permits are required for the construction of Townhomes. Permits will be issued as a “primary” permit with sub-permits for all appropriate sub-trade contractors; each unit/address requires a Permit Application. The Building Division accepts Permit Applications in person and/or on line at: <http://permits.ocoee.org>

**Workflow Steps:** 5-7 Business Days, for all applicable trades including zoning review.



**Permit Fee per unit/address:** \$30, plus \$3.50 per \$1,000 of residential construction cost, in addition to sub-permits fees, impact fees and capital charges. *State Surcharges will apply and other permit fees may be applicable.*

- Building Permit Application Form completed signed and notarized for each unit/address. Application must include correct address and complete parcel I.D. number. Include all applicable sub-contractors.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited Power of Attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$2,500. A certified copy, recorded in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- Original Ocoee Sub-Contractor Authorization Forms (*Notarized*) from each sub-contractor.

- Fee Sheets from each sub-contractor. For sub-trade fee calculation.
- Proof of property ownership is required deed, tax bill or receipt, closing statement, or a printout from the property appraiser's office.
- **Five (5) Surveys for each unit/address (Signed & Sealed)** Survey by a Florida licensed Land Surveyor, all elevations are to be actual, NGVD. 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.
- **One (1)** copy of the floor plan with the dimensions & break down of square footage for Orange County Property Appraiser.
- **Three (3)** sets of plans for one or two family residences drawn to scale, minimum acceptable scale is 1/4 inches. All plans must comply with the Florida Building Code 2010. Each set shall contain the following:
  1. Plumbing piping schematic.
  2. Electric riser and wiring diagram with load calculations. (2008 NEC)
  3. H.V.A.C. equipment and duct lay out.
  4. Gas if equipped piping schematic.
  5. Electrical Load Calculations.
  6. Electrical Service Diagram.
- **Two (2)** copies of **Engineer/Architect seal on all structural plans and roof truss details.**
- **Two (2)** City of Ocoee Product Approval Specification Sheet complete with the Florida Product Approval numbers, Notices of Acceptance numbers for building envelope products, such as windows, doors, garage doors, skylights, roofing, etc.
- **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.**
- **Two (2)** Sets for each unit/address of the Florida Energy Code compliance forms signed by the person preparing it and the contractor.
- **One (1)** copy for each unit/address of the Florida Energy Code Compliance cover sheet.
- **Two (2)** Sets for each unit/address of the Manual J Heat and AC load calculations.
- **One (1)** copy of Septic System and/or well permit (copy) from Orange County Consumer Health. (If applicable)
- Impact Fee credits or water and sewer pre-payment credits: Please submit corresponding credit letters original notarized. (If applicable).

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