

Mayor  
Rusty Johnson



Commissioners  
Larry Brinson Sr, District 1  
Rosemary Wilsen, District 2  
Richard Firstner, District 3  
George Oliver III, District 4

City Manager  
Robert D. Frank

**FOR IMMEDIATE RELEASE**

May 14, 2020

**Contact:** Craig Shadrix  
Assistant City Manager  
Cshadrix@ocoee.org  
407.905.3111

**Ocoee Development Services  
E-Permitting and COVID-19 Response**

**OCOEE, FL** - The City of Ocoee's Development Services Department has used the E-portal system SAGE to process building permits and call for inspections for several years. Recently we have updated our online system to process requests for planning and development review processes. Since our online system was in full operation prior to the COVID-19 crisis, our application reviews, permitting and inspections are running smoothly and efficiently today. To get started, go to <http://permits.ocoee.org/citizenportal/> and create your free account.

Our building inspectors are equipped with protective equipment and practice social distancing in the field. For the safety of our customers and employees, we have stopped all in-person meetings in our offices. We now use telephone and/or video conferencing to discuss projects.

The following provides additional information regarding our E-Plan and E-Permitting programs.

**E-Planning & Zoning** - The Planning Division is open for business and can receive all applications and submittals online via the Sage system. The following applications and processes are available to you online:

- Annexation – Less than an acre, more than an acre
- Rezoning
- Lot Split
- Platting
- Site Plan – Large Scale, Small Scale
- Subdivision – Large Scale, Small Scale
- Special Exception
- Variance
- Amendment to PUD -Substantial, Non-Substantial
- Development Plan (Overlays)
- Concurrency

Additionally, we can use telephone and/or video conferencing for the following:

- Pre-Application Meeting
- Development Review Committee Meeting
- Technical Staff Review Committee Meeting

For more information or questions, including requests for zoning verification, please call 407-905-3157.

**MORE**

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**Ocoee E-Permitting and Covid-19 Response**

**E-Permitting** - The Building Division uses one permit application for all permit types, including residential, commercial, electrical, mechanical, plumbing, roofing, structural, fences, tree removals, repairs, and miscellaneous permits. In fact, users can submit electronically for 26 different Commercial Permit types; 6 Fire Permit types; 27 Residential Permit types. Creating an account is free and only takes a few minutes. With your account you can:

- Track current status
- Request a meeting with staff
- Request inspections
- View your inspector's schedule
- Get emailed notifications of inspection results
- Have easy access to a list of your permits

For all Local Business Tax applications and inquiries, contact us at [inspections@ocoee.org](mailto:inspections@ocoee.org). All forms and documents can be found at <https://www.ocoee.org/177/Building-Applications-Forms>. If you require assistance, please contact us at 407-905-3104.

**Expedited Processes** - The following provides typical timeframes for the city's plan review and development process.

- Annexations  
**3.5 months from submission to full approval**
- Small Scale Site Plans  
**3.5 months or less for full review**
- Large Scale Site Plans  
**6 months from submission to full approval**
- Subdivisions  
**5.5 months from submission to full approval**
- Commercial Building Permits  
**14 days or less for full review**
- Nonresidential permits for interior buildout  
**7 days or less for full review**
- Planned Unit Development (PUD)  
**8 months from submission to full approval**

The City of Ocoee looks forward to expediting your planning, development and/or construction project. Visit us at [www.ocoee.org](http://www.ocoee.org).

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