



## Commercial Permit Application Requirements

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

Commercial permits are required for new construction, interior alterations, exterior alterations, including repairs. All Commercial Permits will be issued as a “primary” permit with sub-permits for all applicable sub-trades.

**Processing Time:** Please allow 10-21 business days for plan review comments on applicable trades including zoning & fire review.

**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)

**Construction Plans with Digital Signatures:** Plans, calculations, and specifications designed and created by a licensed professional and that were never printed and physically (wet) signed and sealed, must be digitally signed, dated, and sealed in accordance with applicable Florida Statutes and Florida Administrative Code. All required digital signatures must be verified by the City to ensure authenticity.

**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.ocoee.org>

### Application Submittal Fees

- A. 3/4 % of the cost of construction, non-refundable fee due at time of application submittal for projects with cost construction value of \$199,999 or less. *Fee includes Fire review fee.*

**or**

- B. \$1000 non-refundable fee due at time of application submittal, for projects with cost construction value exceeding \$200,000 or higher. *Plan Review Fees will be applicable at time of permit issuance.*

**Permit Fees:** Basic building permit fee formula is \$30, plus \$4.50 per \$1,000 of commercial construction cost valuation, in addition to sub-permits fees, impact fees and capital chargers. *State Surcharges will apply and other permit fees may be applicable.*

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

- **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 Forms:** 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:** A copy of permit from Orange County Consumer Health, for new systems or demolitions. (If applicable) *Per State Statute No.: 381.0065 (4)*

**Construction Documents:** Construction 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 6<sup>th</sup> Edition 2017.

- Architectural Plan Section
- Structural Plan Section
- Electrical Plan Section (2011 NEC)
- Plumbing Plan Section
- Mechanical Plan Section
- Florida Energy Calculation Package: Signed by the person preparing it and the contractor
- Product Approval Specifications
- Manufacturer Specifications for Equipment/Appliances

**Fire Department Permits:** Fire Sprinkler and Fire Alarm permits require a separate permit application submitted directly to the Fire Department: 407-905-3140

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