



RESIDENTIAL PLANS SUBMITTAL CHECKLIST **For One and Two Family Residential** **Building Permit Applications**

New Construction– new development and redevelopment (required to be dropped off).

Additions or Alterations – addition or removal of floor area, alterations or changes to a structure (required to be dropped off).

Accessory Structures – includes, but not limited to, swimming pools, detached structures, sheds and garages (a maximum of 5 may be processed by an applicant per day).

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

- Building Permit Application.** (The 3rd page MUST be signed and notarized by Owner)
- Owner/Builder Declaration** (Applicable when a property owner acts as their own contractor).
- All drawings shall be dimensioned and drawn to scale.**
- Complete Legal Description.**
- Construction Plans – 4 full sets** signed & sealed by a Florida registered architect/engineer will be required to be submitted along with any other supporting documents. Attach supporting documents to EACH individual plan set.
- Site Plan or Survey – 4 full sets** signed & sealed by a Florida registered architect/engineer will be required to be submitted showing property lines with lot dimensions, adjacent streets locations and names, easements, north arrow, total building site area (in square feet) and dimensions of any existing or proposed buildings, lot area and impervious surface area calculations, dimensions and locations of air conditioner/mechanical equipment pads, pool equipment, porches, patios, steps, driveway, driveway approach, curb, street pavement edge, public sidewalk, on-site walkways, structure projections, roof overhangs, existing tree locations, show distances from property lines to existing and proposed improvements and show distances between existing and proposed improvements. **(NOTE: Please clearly distinguish between existing conditions and proposed work.)**

.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.

ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990

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Visit our web site at: www.cityoforlando.net/permits

- Street Trees** – Payment to the Street Tree Trust Fund will be assessed at the time of new residential unit permit issuance for the future installation of street trees by the City Parks Bureau, unless existing trees in the parkway are protected and remain.
- Energy Calculations** – 4 full sets will be required to be submitted. The owner/agent certification on the application must also be signed by the mechanical contractor or project architect).
- Fire Sprinkler Plans for Baldwin Park** and for some parts of the southeast generally located east of the Orlando International Airport.
- Property Owner/Developer Approval** – Written authorization to apply for permits from the Property Owner/Developer or authorization from the Town Architect for Baldwin Park properties.
- Assignment Letter** – Letter from the Property Owner/Developer assigning impact fee and sewer capacity credits.
- All in field lots** requires signed and sealed civil plans by a licensed engineer.

Revisions

(NOTE: In order to facilitate prompt review, revisions will be accepted only after all plans examiners have completed their review of the previous submittal.)

- Submit only the sheets that are being revised (4 full sets).
- Narrative – Identifying purpose of revision and what is being revised (attached to each set).
- Provide Case number or address of project .
- Identify clearly all revisions on the drawings (i.e. draw clouds around revised areas of plans).
- Comments – attach written response to all comments, include narrative that lists and explains all revisions.

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THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO THE ISSUANCE OF PERMITS

Contractor Requirements

- State of Florida Contractor's License.
- Contractor's Business License.
- Proof of Worker's Compensation Insurance.
- Surety Bond (Registered Contractor's only).
- Competency Card (Registered Contractor's only).
- Special Power of Attorney (if applicable).

Notice of Commencement

The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved. This document is required to be recorded at the Official Records Office of the Orange County Comptroller located at 401 S. Rosalind Avenue. You may call the records office at 407.836.5115 if you have any questions related to recording your document.

- The Notice of Commencement process outlined below applies to:
 - A building permit for which the direct contract price is greater than \$2,500;
 - An electrical, fire, mechanical or plumbing/gas permit for which the direct contract price is greater than \$2,500 and not related to a building permit for which a Notice of Commencement has been filed.
- A Notice of Commencement is not required with an electrical permit for temporary service/pole only or with a mechanical permit to repair/replace an existing heating or air conditioning system in an amount less than \$5,000. FS 713.135(d).
- A **certified copy** of the recorded Notice of Commencement or a notarized statement that it has been recorded is required to be posted on the job site and provided to this office prior to the first inspection.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.

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MOST COMMON REASONS FOR DISAPPROVAL

1. Site plan/survey not included.
2. Site plan/survey not dimensioned.
3. Building permit application not signed.
4. Location of AC unit not shown on site plan/survey.
5. Submittal does not include 4 sets of plans.
6. Plans are not signed and sealed.
7. Contractor's information not current in system.
8. Application missing complete owner information.

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