



CITY OF ORLANDO

Group Housing Facility Permit Application

Date: _____

Facility Address: _____

Business Name: _____

Applicant Name, Address, Phone: _____

Business Owner Name, Address, Phone: _____

Property Owner Name, Address, Phone: _____

Primary Contact: _____ Project Name: _____

For Primary Contact, do we have current Phone #, FAX # and email address? _____

Facility Description: _____

GENERAL

Subtype—select one box:

- New Renewal

Facility Type—select one box:

- High Intensity Low Intensity

of Occupants: _____ # of Sleeping Rooms: _____ Total Occupants per Room: _____

of Beds: _____ Owner Occupied? (Y/N) _____ Existing Zoning/Overlay: _____

Maximum Occupancy Rating: Ch. 58: _____ Ch. 30A: _____

Related to Code Enforcement Action? (Y/N) _____

I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that, if any portion is false or misrepresented, such fact may constitute a violation of the City Code and may be just cause for immediate revocation of any permit issued to me. I further understand that the issuance of a Group Housing Facility Permit is a privilege to conduct business in the City of Orlando and that failure to correct conditions on the premises which are in violation of the City Code is punishable under Section 1.08 of the Code of the City of Orlando and that such failure may be just cause for immediate revocation of any permit issued to me.

Applicant _____

Date _____

Print Name _____

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General Information and Submittal Requirements

Use this application when you want to establish or operate a group housing facility. The owner and operator are responsible for securing a Group Housing Facility permit from the Zoning Official. A new permit in the name of a new owner or operator is required in the event of a change in ownership or leasehold interest in the facility.

The Group Housing Permit must be renewed annually on or before October 1 of each year. The current and valid permit must be conspicuously posted on or near the principle entrance closest to and most readily visible from the street. The permit includes the maximum patron occupancy rating for the facility.

Applications for permits are available from, and must be submitted to the Code Enforcement Bureau. If the application is submitted in person, please schedule an appointment. Each application must include three (3) copies of:

1. A recent survey or a site plan with accurate dimensions and scale which includes:
 - a. the size and shape of the property
 - b. the size and location of all structures
 - c. the vehicular use areas (driveways, loading areas, parking spaces)
 - d. adjacent streets and sidewalks
 - e. all landscaped areas.;
2. A legal description of the property;
3. The applicant's affidavit of ownership or a notarized document with the owner's signature;
4. Building floor plans of all improvements with exact room sizes and locations. Plans must indicate the number of living units with number of bedrooms and bathrooms per unit, identify all sleeping rooms and indicate the number of beds and occupants per sleeping room.

The following inspections are required prior to issuance of a Group Housing Facility permit. Annual renewals may include some or all of the following inspections:

- An inspection by City minimum housing code enforcement staff to ascertain the maximum number of occupants of the facility and compliance with all other provisions of the City Minimum Housing Standards Code;
- An inspection, review of any required plans and installation of all improvements necessary for the facility to secure the permit and compliance with other City development standards;
- An inspection by City fire prevention inspectors to ensure compliance with the Fire Safety Code of the City of Orlando.
- A valid and appropriate City of Orlando Business License;
- Determination by the Florida Hotel and Restaurant Bureau that an inspection has been accomplished in accordance with state law or is not required for the particular group housing facility;
- Any and all other City, County, County Health Department and State compliances, approvals, inspections or permits.

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