

## PROJECT MANAGEMENT PERMITS AND OUT-OF-STATE CONTRACTORS FREQUENTLY ASKED QUESTIONS

**Q: Why do I need to pull a permit if I am not doing any physical work at Disney?**

A: A Project Management permit is required when the property owner contracts a firm/individual to deliver a project even though the firm or individual will not physically perform any work other than construction management. (See Building Permit Application Requirements for additional info.)

**Q: Is there a fee for the Project Management permit?**

A: Yes. A permit fee is required, based on the current Fee Schedule. (Note: No plan review fee will be assessed as part of the fees for a Project Management permit.)

**Q: Are drawings required for the Project Management permit?**

A: No. A licensed contractor shall submit a sub permit and include all required submittals for that permit, including drawings (e.g, electrical, gas, mechanical, plumbing, etc.).

**Q: Is a Notice of Commencement (NOC) needed for a Project Management permit?**

A: Yes. An NOC is required to be applied with the appropriate county for any work over \$2,500. The Project Management firm/individual will be the contractor on record on the application. Building & Safety requires a county-stamped recorded copy of the NOC with the permit application. (Note: The permit application, contract and NOC must all list the same firm/individual contractor name.)

**Q: How do I apply for a Project Management permit?**

A: Once registered with the Building & Safety Department, all permits are applied via the online permitting system, Accela Citizen Access (ACA) at: <https://ca.rcid.org/citizenaccess>.

**Q: I do not have an office in Florida. What do I need to apply for a permit with Building & Safety?**

A: In order to apply for a permit, you must register by providing a copy of your Florida State License, County Business Tax Receipt and Workman's Comp. (If you do not have a Florida License, see State of Florida Foreign Corporation certificate below.) All documents can be sent to the general email account with a note that you would like to register for permitting at: [Permitting@oversightdistrict.org](mailto:Permitting@oversightdistrict.org). If you do not have a State License, be sure to note on the email.

To obtain an Orange County Business Tax Receipt, call the main Orange County Business License office at: (407) 434-0312, or visit their website at: <https://www.octaxcol.com/taxes/business-taxes/obtain-new-business-tax-receipt/>.\*

To obtain an Osceola County Business Tax Receipt, call the main Osceola County Tax Collector office at: (407) 742-4000, or visit their website at: <https://osceolataxcollector.org/local-business-tax-receipt/>.\*

*(\*Note for both counties: To ensure the request is processed properly, describe the work as being done onsite at a Disney property and the local Business Tax Receipt is needed to pull permits with the Central Florida Tourism Oversight District, Building & Safety Department.)*

In order to obtain a county Business Tax Receipt, you will be required to provide proof of a State of Florida Foreign Corporation validation by the county where you file for a Business Tax Receipt. More information can be found by calling: (850) 245-6000 or <https://dos.fl.gov/sunbiz/>. This certificate is required when non-licensed entities do business in the State of Florida.

**Q: Where can I find Building & Safety Forms, Policies and the current Fee Schedule?**

A: All documents can be found at: <https://www.oversightdistrict.org/doing-business/building-department/>.