

PERMIT APPLICATION CHECKLIST

******* Before submitting a permit for application, be sure to verify permit application is complete and all documents are included and correct for a successful submission. *******

Typical permit applications require three main documents: complete permit application, owner valuation verification and construction drawings. Other documents may be required based on permit type. Permitting is per address: one permit application per address per contractor. All application submittals are completed using the on-line permitting system, Accela Citizen Access (ACA): <https://ca.rcid.org/citizenaccess>.

Using the list below, check off the items verified in the submittal package:

PROPER PERMIT TYPE SELECTION

- Facility Construction – Work to be completed inside (or on the exterior/façade of a building), or new/addition construction of a building/structure.
- Area Development – Work to be completed outside of a building/structure and not directly related to or serving a building.
- Swimming Pool – Requires a permit application, plus a copy of the receipt letter from the Florida Department of Health for an Operating Permit.
- Ride Construction – The actual amusement ride device, not the building surrounding a ride.
- Temporary Construction – 90 days or less in duration, such as tents, platforms, stages, trailers, towers, inflatables, mobile units, etc., along with MEP hookups.

PERMIT APPLICATION

- Address included and verified as correct.
- Valuation listed and matches owner valuation verification and scope of work covered under the permit.
- Master permit number is provided (as applicable).
- Contractor notarized signature in correct block on application.
- Owner notarized signature in correct block on application (as applicable).
- Detailed scope of work included (as much information that can be provided in the space allowed).
- Permit Application fillable pdf can be found at <https://www.oversightdistrict.org/doing-business/building-department/>.

OWNER VALUATION VERIFICATION / VALUATION BREAKDOWN

- Must be provided to verify valuation stated on permit application by hiring authority, whether it is the contractor, owner or owner's rep.
- Must provide valuation breakdown for all disciplines: building, electrical, mechanical, plumbing, etc.

CONSTRUCTION DRAWINGS

- Drawings must be digitally signed and sealed, combined in one document each (architectural file, structural file, civil file as an example for building permits). If the electronic seal is broken by manually combining documents, as an example, ACA will automatically reject the file.
- Current *EPCOT Building Code Edition* and *Florida Fire Prevention Code Edition* must be referenced on the drawings either on the Index sheet or within the first few pages of the drawing set.
- Electronic drawings must be uploaded to the specific permit only. Building drawings are only uploaded to building permits, electrical drawings to electrical permits, etc.
- See the "Construction Documents Submittal Requirements" policy for specific requirements on the types of permits applied and the required drawings.

NOTICE OF COMMENCEMENT (NOC)

- A copy of the recorded county-stamped NOC, with date of filing clearly visible, is required if the value of the work is over \$5,000. Note: An NOC is not required for repair or replacement of an existing HVAC system until the value of the work is \$15,000 or more.
- An NOC is preferred at time of application submission, but not required at that time. An NOC must be uploaded prior to requesting the first inspection.
- For projects that extend beyond the typical one-year period of an NOC, a newly recorded NOC must be uploaded to the permit to remain active, prior to the expiration date.

CONSISTENT INFORMATION

- Does the permit application, NOC and owner valuation verification have the same contractor and owner on each document? If not, a Project Management permit may be required.
- Project Management permits are for hired firms/individuals that manage a project and do no actual work. If the hired firm/individual is licensed in the State of Florida and does any part of the work, a standard permit would be required. See Project Management FAQ on <https://www.oversightdistrict.org/doing-business/building-department/>.

OTHER POSSIBLE REQUIRED SUBMITTALS BASED ON PERMIT TYPE

- Site Plan
- Structural Calculations
- Specifications
- Energy Calculations
- Special Inspection Reports
- Rational Analysis
- Florida Department of Business & Professional Regulations, Hotel and Restaurant Commission approval document
- Utility Permit / Air Emission Permit / Storage Tank Permit approved by WDW Environmental (underground plumbing work, fuel burning equipment, or fuel storage tanks)

AMENDMENTS / REVISIONS / RESPONSE TO COMMENTS or VIOLATIONS*

- Amendments require new permit application, digitally signed drawings and complete narrative of all changes and must be uploaded to ACA. Approved Amendment must be reissued to the contractor. Added scope requires additional fees.
- Revisions require digitally signed drawings and complete narrative of all changes uploaded to ACA. No reissuance of the permit is required. Revision fees will be assessed.
- Response to Comments require digitally signed drawings and complete narrative of all changes uploaded to ACA.
- Response to Correction Notice Issuance may require digitally signed drawings and complete narrative of all changes uploaded to ACA. Revision fee may be assessed.
- Revisions and Amendments are applied online via ACA. See the “ACA User Guide.”

***DEFINITIONS FOR AMENDMENTS, REVISIONS and OTHER TERMS:**

- **AMENDMENTS** are modifications to plans that add (or remove) scope and/or valuation. An application must be accompanied by a written narrative addressing each change with references to sheet changes and subsequent notes added to the plans.

- **REVISIONS** are clarifications or modifications that do not change scope, but address plan changes within the scope of work already approved and permitted. Revisions must be accompanied by a written narrative addressing each change with references to sheet changes and subsequent notes added to the plans. Following are some additional terms used for Revisions:
 - **ADDENDUM**
 - **ASI**
 - **BULLETINS**
 - **DIRECTIVES**
 - **RFI**
 - **SI**
- **RESPONSE TO COMMENTS** are submitted to address plan review comments and must be limited to plan review comments only. This may be used under any revision or amendment when a Revise and Resubmit has been resulted. Response to Comments drawings must be accompanied by a written narrative addressing each comment with references to sheet changes and subsequent notes added to the plans.
- **ADDITIONAL SUBMITTALS** are documents that are not considered Revisions, but may be requested by the plans examiners or inspectors for additional clarification. The following are samples of additional submittals that do not require a Revision Fee.

Submit as a Plan Modification – Revision:

- As-Built / As-Designed (if changes have been made that have not been previously approved)
- Delegated Engineering
- Fire Suppression Test Papers
- Florida Product Approvals / Notice of Acceptance (NOA)
- Manufacturers' Literature or Specifications
- NFPA 72 Forms
- Shop Drawings

Upload to the main permit as an Attachment for reference only:

- Boiler Initial Inspection Reports (State)
- Installation and Operation Manuals for Equipment
- Installation for Special Venting Systems
- Millage Reports
- Special Inspection Reports
- Test and Balance Reports
- Threshold Reports
- Welding Certificates

For additional information, refer to the "Permit Application Requirements Policy" found on <https://www.oversightdistrict.org/doing-business/building-department/>.