

ACCELA CITIZEN ACCESS ONLINE PERMITTING SYSTEM

<https://ca.rcid.org/citizenaccess>

Accele Citizen Access (ACA) is the online permitting portal for the Central Florida Tourism Oversight District (the District) Building & Safety Department. Registered users are able to view permit records, apply for a permit, view plan review issues and conditions, schedule inspections, apply for a variance request and submit a Temporary Certificate of Occupancy (TCO) request, among other features. *Note: This is a secure website. Only approved, registered users have full access to all the features.*

All licensed contractors / organizations applying for permits within the District must first register and obtain a Contractor Record permit (CR00-000). This registration process includes providing a list of authorized Agents or Power of Attorneys on behalf of the qualifier. Individual ACA user requests will be cross referenced against the authorized list prior to approval.

The following is a step-by-step guide to assist in navigating through the ACA online portal. *Note: Be sure to enable popups to see all the available windows within the website.*

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Registration as a New Contractor:

ACA has a feature to allow brand new contractors, licensed professionals, temporary event vendors, etc. to register directly with Building & Safety to begin the process of applying for permits. *Note: If the organization has already been assigned a Contractor Record (CR00-0000), do not request a second New Contractor Registration.*

To begin, click on the “New Contractor Registration” icon, then fill in all required fields.



Business Address Line 1:*

Required field

Business Address Line 2:

Business City:*

Required field

Business State:*

Required field

Business Zip:*

Required field

Business Phone Number*

Required field

Main Contact Email (Qualifier, Agent or Power of Attorney Only)*

Required field

Next - Documents »

Once fields are completed, click on “Next - Documents”. *Note: A completed Contractor Registration Form is required to be uploaded at a minimum, in addition to the online registration request. All permitting forms, checklists and policies are available on the Building & Safety website: <https://www.oversightdistrict.org/building-department/>.*

To allow authorized individuals access to ACA, include completed signed and notarized **Authorized Agent** and/or **Power of Attorney** forms with the new registration request. Fillable pdf forms can be found on the Building & Safety website.

Once all required documentation has been uploaded, click on “Submit Registration Request”. *Note: the button will not be available until all the required documentation is uploaded.*

Please upload the applicable supporting documentation in a PDF format. The Registration Form is always required and is [available here](#).

- New Registration Request Form (Required)
- Business Tax Receipt (Florida State Licensed Contractors and Non-Licensed Businesses - Required)
- Power of Attorney or Agent (Florida State Licensed Contractors - Recommended)
- Florida State License: Copy of State-issued Contractor Florida License - Required (non-licensed, not required)
- Worker's Comp (Proof of current Worker's Compensation Insurance in the amount of \$1 million, made out to Central Florida Tourism Oversight District, Building & Safety Department, PO Box 690519, Orlando FL 32869-0519) - Required

Note: Failure to provide appropriate supporting documents at time of submission will cause a delay in registration.

Registration Form:
Always Required

 testing.pdf (13.2 kB) 

Business Tax Receipt:


Power of Attorney or Agent:


State License:


Worker's Comp:

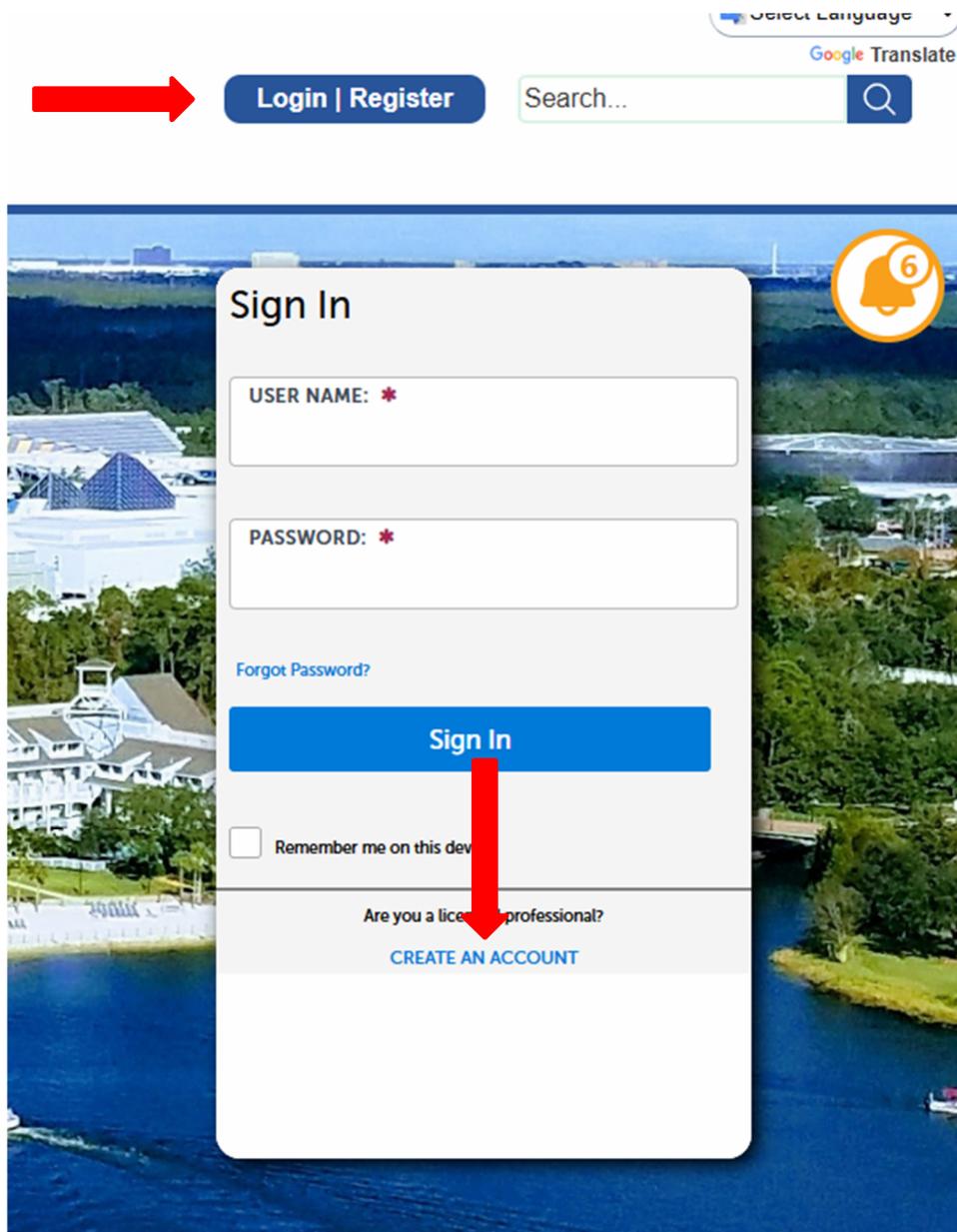



Submit Registration Request 

The application will be reviewed for completeness and the requester will receive an email notification on the acceptance and fees due. Once fees are paid, additional notification will be sent on how to register for an ACA new user account.

Register for a New ACA User Account:

Once verified that the **Authorized Agent** or **Power of Attorney** form has been accepted. Individual users can request online access. Click on the “Login/Register” or “Create an Account” and fill in all required fields.



Enter License Information

STEP 1 OF 3: YOUR CURRENT LICENSE

Please select the type of professional license you hold. If you have more than one license, select the one you consider primary.

Which License Do You Hold?

- Architect
- Contractor-Alrm
- Contractor-Bldg
- Contractor-Elec
- Contractor-Elev
- Contractor-Fire
- Contractor-LPG
- Contractor-Manu
- Contractor-Mech
- Contractor-Misc
- Contractor-Plmb
- Contractor-Pollutant
- Contractor-Pool
- Contractor-Roof
- Contractor-Spec
- Contractor-Util
- Design Professional
- EPCOT Code Books
- Operations
- Owner Rep

CONTRACTOR-BLDG LICENSE

CONTINUE

TIP!
The license type and number must match exactly as established in our main permitting system. License number might have a space, e.g. CG C0000000, EF 0000000 or no space XX-0000000; and the type could be: Contractor-Bldg, Contractor-Elec, Contractor-Misc., etc. Reach out to Permitting@oversightdistrict.org if an error message is shown that the license number cannot be found.

Login Information

STEP 2 OF 3: ACCOUNT DETAILS

*** Required Fields**

USER NAME: *

Must enter a User Name:

E-MAIL ADDRESS: *

PASSWORD: *

Must enter a Password:

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

Select ▼

ANSWER: *

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

Select Contact Type

STEP 3 OF 3: CONTACT DETAILS

CONTACT DETAILS FOR:
Select ▼

*** Required Fields**

FIRST: *

Must enter a First:

MIDDLE:

LAST: *

NAME OF BUSINESS: *

ADDRESS LINE 1: *

CITY: *

STATE: *

Select ▼

ZIP: *

WORK PHONE: *

MOBILE PHONE: *

FAX:

E-MAIL: *

E-MAIL: *

Submit

Note: All items with a red asterisk are required.

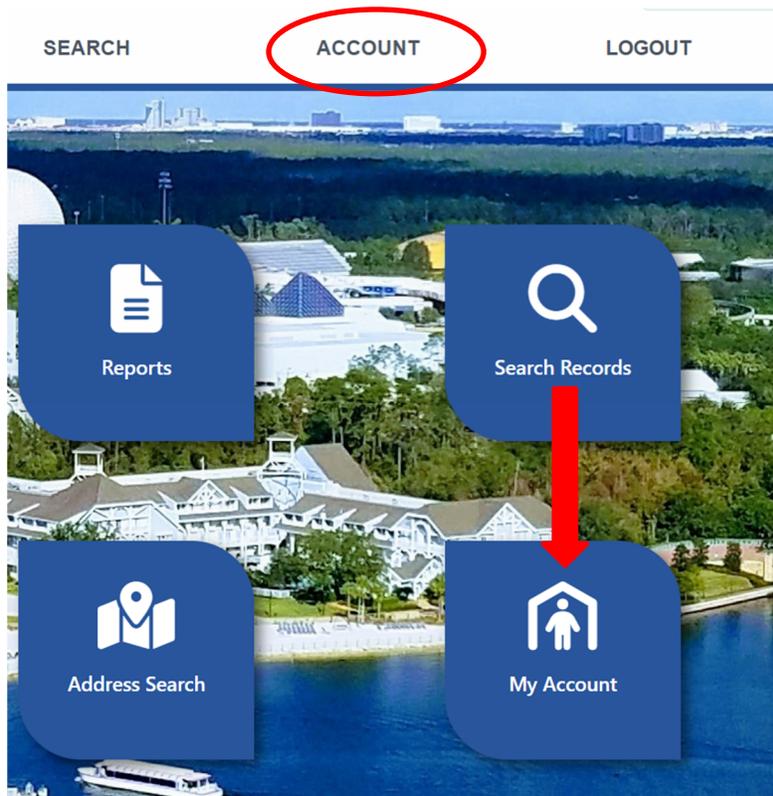
The ACA user registration request must be approved by the System Administrator before being able to log in and start using the system. *Reminder: Anyone who is not in our main system will need to have an Authorized Agent or Power of Attorney form signed and notarized by the qualifier and uploaded to the Contractor Record prior to acceptance.*

Account Management:

Any changes that need to be made to an account can be completed through the Account Management page. It can be accessed by either clicking on the Account tab or the My Account tile on the Home page. You can change your password, update address and phone numbers, add additional licenses to your account, and add Delegates. *Note: A Delegate is someone outside your organization you wish to perform certain actions on your behalf like schedule inspections, apply or pay online. They must already be registered users in ACA.*

TIP!

DO NOT SHARE user login.
Each user must request separate account/access.



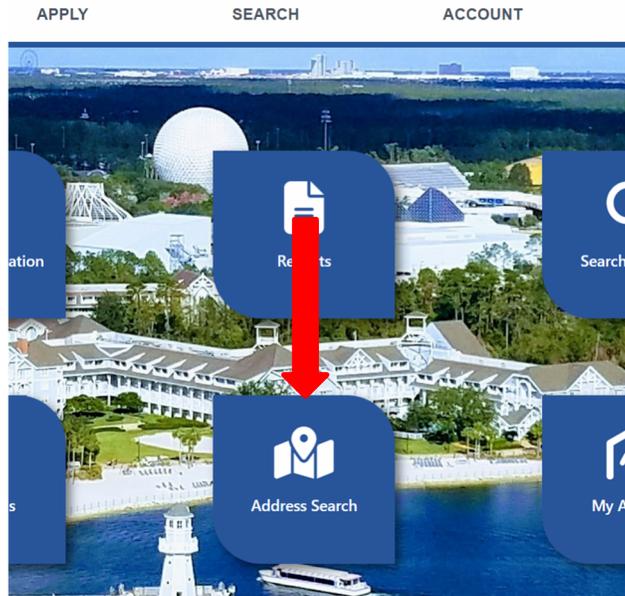
Searching:

You can search for an address or a permit, schedule inspections, or apply for permits online. *Note: Anywhere there is an underlined or **bold** word in a list, it is a hyperlink to another window.* If at any time you get lost in the system, just hit the “Home” tab on top or the District logo and it will bring you back to the main page.

Search for an Address:

Search by address could be helpful if you know the street name but don't remember the street number. *Note: To use the wildcard search feature, use the percent sign before and after the word, e.g. %Castle%. This is very helpful if you only know a portion of a name. The wildcard feature is usable in all fields of ACA.*

As an example, we will search for the District Admin Building using each of the search options.



The first option is to Select “Look Up by Address” in the dropdown. *Note: It is not necessary to enter the entire address. Using only the street number and partial address information will result in greater success.*

A screenshot of the 'Look up an address by the street #, street name or building name' search form. The form has a header with 'Construction Permits' and 'Fire Permits' tabs. Below the header are three navigation links: 'Apply for Permits or 24/7 Service Calls', 'Search for Permits / Records', and 'Schedule Inspections'. The main heading is 'Look up an address by the street #, street name or building name'. Below this heading is a note: 'Enter information below to look up address information by: - the street number and/or the street name, or - the building name'. A dropdown menu is set to 'Look Up by Address', indicated by a red arrow. Below the dropdown is a tip: 'Tip: The % character will act as a wildcard in many searches. For example, entering %vista% in the Street Name box will return all addresses with the word vista in the street name.' There are several filter options: 'Filter by Area (AK, MK, etc.)' with a dropdown set to '--Select--', 'Street Number:' with an input field containing '1900', 'Street Name:' with an input field containing 'hotel', 'Operating Participant:' with 'Yes' and 'No' radio buttons, 'Public Owned:' with 'Yes' and 'No' radio buttons, 'Bide:' with 'Yes' and 'No' radio buttons, and 'Swimming Pool:' with 'Yes' and 'No' radio buttons. At the bottom are 'Look Up' and 'Clear' buttons. A red circle highlights the 'Street Number' and 'Street Name' input fields.

1 results found matching lookup criteria

Click any of the results below to view more details.

Show on Map

Showing 1-1 of 1 | Download results

<input type="checkbox"/>	Address	Action
<input type="checkbox"/>	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	Retrieve Parcel Info

Associated Parcels at 1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830

Show on Map

Showing 1-1 of 1 | Download results

<input type="checkbox"/>	Unique ID	Building Name	Action
<input type="checkbox"/>	1432	DISTRICT ADMINISTRATION OFFICE BLDG	Retrieve Owner Info

Associated Owners of Parcel 1432

Showing 1-1 of 1 | Download results

Name	Address
CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT	1900 HOTEL PLAZA BLVD LAKE BUENA VISTA, FL LAKE BUENA VISTA FL 32830

The second option is to “Look Up by Parcel Information” if the Building name is known.

NOTE: To search by Building Name, select Look Up by Parcel Information

Look Up by Parcel Information Look Up by Parcel Information ▾

Tip: The % character will act as a wildcard in many searches. For example, entering %Nemo% in the Building Name box will return all building names with the word Nemo in it.

Building Name:

Look Up **Clear**

*Note: Many temporary events use parking lots as addresses. Several are already addressed in the system. A quick way to see those would be to search by %Event% in the **Building Name**. It might help to narrow your search.*

The third option is to search using the “Look Up by Record Information”. This is helpful if you know a permit number, project name or the date range of when the permit was applied. The wildcard % feature can be used in the project name if not sure of the exact description.

Construction Permits Fire Permits

Apply for Permits or 24/7 Service Calls Search for Permits / Records Schedule Inspections

Look up an address by the street #, street name or building name
 Enter information below to look up address information by:
 - the street number and/or the street name, or
 - the building name
 Select the desired search type from the drop-down list. Each type of search offers different search criteria.
 NOTE: To search by Building Name, select Look Up by Parcel Information

Look Up by Record Information Look Up by Record Information*

Permit Number:

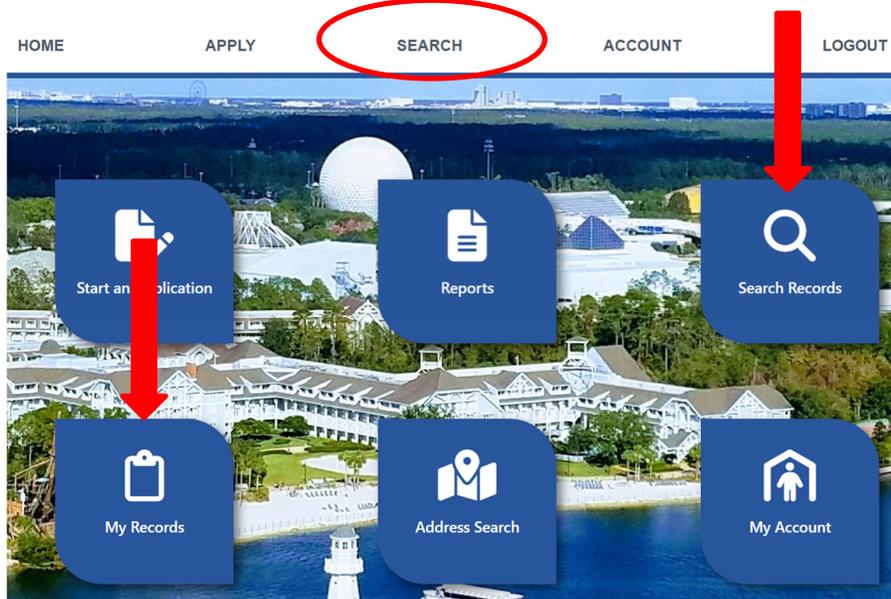
Project Name:

Start Date: End Date:
01/01/2001 07/11/2025

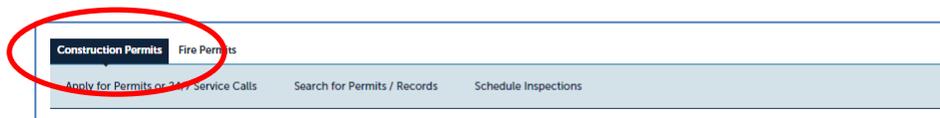
Look Up **Clear**

Search for Permits / Records:

There are three ways to search for permits: “Search” tab, “Search Records” tile or “My Records” tile. Again, don’t forget to use the wildcard % to help with your search.



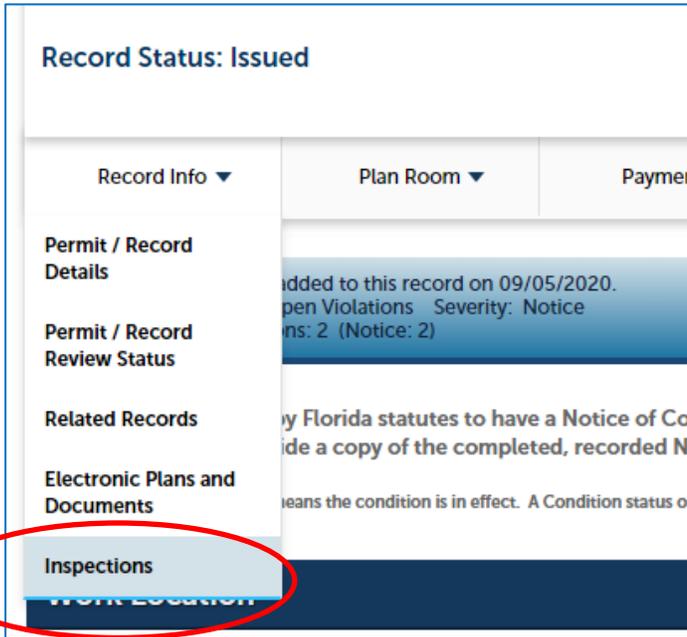
Note: All new permit applications can be found under the Construction Permits tab, including 24/7 Service Call Technician requests. At this time, the Fire tab only holds historical Pyrotechnic or Fire Sprinkler Head Replacement permits.



Once you have entered a search criteria, the result will show below the General Search section...be sure to scroll down to see your results. Click on the Permit Number and with the hyperlink it directly opens the permit record. From there you will see the permit details broken into sections. Anywhere there is a small arrow pointing right, click on that arrow and it will expand the section.

Schedule Inspections:

Once on a Record, Inspections can be scheduled by clicking on the Record Info – Inspections tab:



TIP!

- An inspection code can only be scheduled once per day.
- If a previous inspection result is “Approved”, an additional inspection cannot be scheduled on that specific code. The action needs to be modified to a “Partial Approval” by the inspector for continued inspections of that code.
- If an inspection code is scheduled using the “Actions” dropdown, it will remove the pending inspection on the permit and will not allow continued inspection of that code.

The screenshot shows the 'Inspections' page. At the top, it says 'Inspections' and 'Pending / Possible Inspections (18)'. A link 'Schedule or Request an Inspection - CLICK HERE' is circled in red. Below this is a list of inspection items, each with a title, date, and inspector status. A red arrow points from the circled link to a modal window titled 'Schedule/Request an Inspection'. The modal window has a section 'Available Inspection Types (21)' with a checked box for 'Show optional inspections'. Below this is a list of inspection types with radio buttons: 100 Foundation (optional), 105 Concrete Slab (optional), 108 Concrete Horizontal (optional), 110 Concrete Vertical (optional), 125 Masonry (optional), 130 Building Framing (optional), 140 Structural Steel (optional), 175 Sheathing (optional), 180 Dry Wall (optional), and 185 Interior Finish (optional). At the bottom of the modal are 'Continue' and 'Cancel' buttons.

Inspections can be scheduled 7 days out for an AM or PM inspection. *Note: Scheduling inspections as a placeholder for expected readiness is not acceptable.*

Be sure to select “Inspection Contact Name and Number” for specific contact information, otherwise the contact number on file in our main system will display on the inspectors’ devices. *Note: Not changing the contact’s name and number leads to wasted time spent by the inspectors trying to find the correct person with information for the inspection.*

Schedule/Request an Inspection

Inspection type: 105 Concrete Slab

To continue, select dates and times on the calendar below:

Aug 2019							Sep 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

« Prev

08:00 AM - 12:00 PM
 01:00 PM - 04:00 PM

Continue Back Cancel

TIP!
AM/PM inspections are requests only and indicators of when work is ready for inspection, it is not a guarantee of when an inspector will arrive for an inspection.

Schedule/Request an Inspection

Inspection type: 125 Masonry

Location and Contact
Verify that the location is correct and add a contact person for the inspection.

Location
1805 HOTEL PLAZA BLVD
HOLIDAY INN

Contact

~~DO NOT USE THIS SECTION. Fill in Inspection Contact Name and Number below only~~

Inspection Contact Name and Number (must use this section only)

*First Name Middle Name *Last Name

First Last

*Phone Number
407-888-8888

Continue Back Cancel

List all relevant inspection information for the inspectors in the “Include Additional Notes” section. This should include the exact meeting location, specific times (e.g. concrete pour times, etc.), hotel room turns/numbers, page referenced on the plans and other pertinent information for the inspectors. Contact name, number and comments all appear on the inspectors’ devices for each inspection.

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

125 Masonry
8/22/2019 8:00 AM
1805 HOTEL PLAZA BLVD
HOLIDAY INN
First Last 4078888888

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Note: Add contact name and number followed by inspection comments here:
Joe Smith 407-222-2222
Inspect slab pour in the am. See plans on page S-101 for details

spell check
(Please include an alternate phone number if different from the contact information provided in your application.)

Cancellation and Reschedule Policy:
Reschedule must be made before 06:00 AM.
Cancellations must be made before 06:00 AM.

Finish Back Cancel

As a reminder, the same inspection code cannot be scheduled twice in one day for a given permit and if the previous action is Approved or Approved with Comments, you will not be able to schedule an inspection. If an inspection is required after an “Approved” or “Approved with Comments” result, please call the appropriate Chief to make adjustments to the current inspection result. *Note: The phone Interactive Voice Response system (IVR) is another option for scheduling inspections. See the **Voice Permits™ IVR User’s Guide** on the Building & Safety website.*

Reschedule or Cancel Inspections:

Once on a Record, Inspections can be rescheduled or canceled by clicking on the Record Info – Inspections tab above, but select the Action Tab to the right:

Inspections

Pending / Possible Inspections (21)
Schedule or Request an Inspection
 Click the link above to schedule or request one.
 08/22/2019 at 08:00 AM Scheduled 180 Dry Wall (1111106)
 Inspector: EJR

Completed Inspections (11)
 Correction Notice Issued - 10; Partial Approval - 1

Correction Notice Issued 105 Concrete Slab (1054732) [View Details](#)
 Result by: EJR on 04/29/2019 at 03:33 PM

Correction Notice Issued 130 Building Framing (1054733) [View Details](#)
 Result by: WK on 04/29/2019 at 03:41 PM

Rescheduling the inspection will bring you back to the Schedule Inspection screens above. Cancelling the inspections will bring you to the following:

Cancel Inspection

Confirm Your Selection
 Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

180 Dry Wall
 8/22/2019 8:00 AM
 1805 HOTEL PLAZA BLVD
 HOLIDAY INN

Cancellation and Reschedule Policy:
 Reschedule must be made before 06:00 AM.
 Cancellations must be made before 06:00 AM.

Cancel Inspection [Close](#)

TIP!
 This feature cannot be used for same day cancellation. Contact the Chief if an inspection needs to be cancelled on the same day it was originally scheduled.

Correction Notices:

Correction Notices are located under “Permit Details / Record Details” section. If a correction notice has been issued, the Application Information Table will be visible with a “+” sign to the left. Click on the “+” sign to see all the comments related to the correction notice. To know if the violation has been cleared, you will see two additional lines: Violation Cleared By and Date Violation Cleared. Otherwise, this next example is considered an open correction notice.

Permit / Record Details

<p>Contractor</p> <p>TEST CONTRACTOR 1900 HOTEL PLAZA BLVD LAKE BUENA VISTA, FL, 32830 Phone 1: Fax: Contractor-Misc:</p>	<p>Project Description:</p> <p>New Test Record Test Amendment old v + 20,000 - new valuation 1151395</p>
--	---

▼ **More Details**

- Related Contacts
- Permit / Record Information
- Application Information
- Application Information Table

CORRECTIONS

Unique Number:	CNI19001544
Division:	Building
EPCOT Code Section:	EBC 502.5: Tenant separation required.
Comments:	test
Date Issued:	04/29/2019
Issued By:	Ella H
Time Limit:	10

TIP!

Open all “+” to see additional permit info, including permit expiration date.

▼ **More Details**

- Permit / Record Information
- Application Information

APPLICATION DATA

Valuation: 60000

CONSTRUCTION DETAIL

NOC Date Recorded: 08/01/2019

Expiration Date: 08/25/2021

PERMIT DETAIL

Work Type: New

Permit Type: Structure

BUILDING DETAIL

Square Footage: 0

The example above shows an open violation, the sample on the right shows a completed/closed violation. It includes the Violation Cleared By and the Date Violation Cleared.

▼ **More Details**

- Additional Information
- Application Information
- Application Information Table

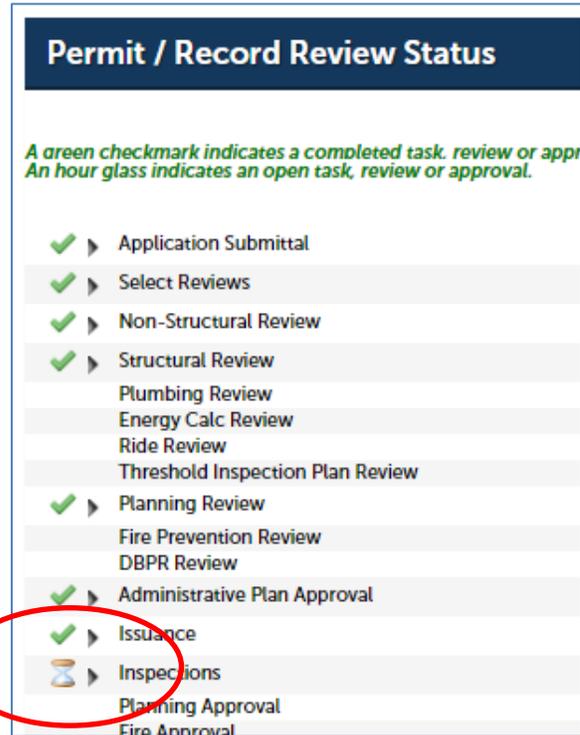
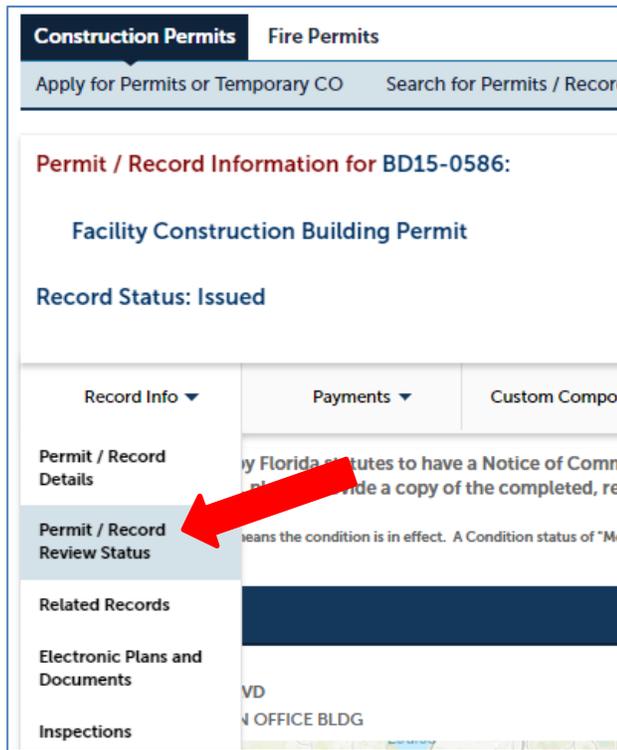
CORRECTIONS

Unique Number:	bd08-0488092013
Division:	Building
EPCOT Code Section:	EBC 502.4: Occupancy separation required.
Comments:	test correction notice
Location (Room/Floor/Wing):	B Wing - 2nd Floor
Date Issued:	08/07/2013
Issued By:	EllaH
Time Limit:	30
Violation Received By:	Contractor
Method of Receipt:	In Person
Violation Cleared By:	EllaH
Date Violation Cleared:	09/30/2013

Parcel Information

Plan Review Status:

General permit status can be found under the Record Info, Permit / Record Review Status tab. The green check marks, next to the Plan Review Status, means that action is complete. The hourglass symbol means that it is the active workflow item.



Clicking on the right arrow next to a specific plan review stop will show actions taken on a specific Workflow Task, and any '+' contains additional information.



All plan review Issues are viewed in the Digital Plan Room. These include any Revise and Resubmit comments by a plans examiner. For full details on how to use the Digital Plan Room, see the **ACA Digital Plan Room User Guide**.

Construction Permits | Fire Permits

Apply for Permits or Temporary CO | Search for Permits / Records | Schedule Inspections

Permit / Record Information for BD19-0057: Add to cart
Add to collection

Facility Construction Building Permit

Record Status: Plan Check

Record Info | Plan Room | Custom Component

NOTE: Permits required to avoid delays, please provide a Notice of Commencement (NOC) **will be locked** by the system if it has not been filed with our office by the time of permit issuance. To be recorded, recorded NOC for our records **before** the Permit is ready to be issued.

Condition status of "Met" means the condition is no longer in effect.

Plan Room dropdown menu:
 Summary
 Uploads
Issues (circled in red)
 Conditions
 Approved Plans

Work Location: 5555 CENTER DR, DISNEY UNIVERSITY

Related Records:

This is a very useful tool to see all related permits and their statuses. *Note: It is recommended that you DO NOT CLICK on "View Entire Tree". This could take several minutes to load and will result in multiple upon multiple permits.*

Related Records

~~View Entire Tree »~~

Permit No: BP15-1171, BD15-0586 | Record Type: Construction Project

View Entire Tree »

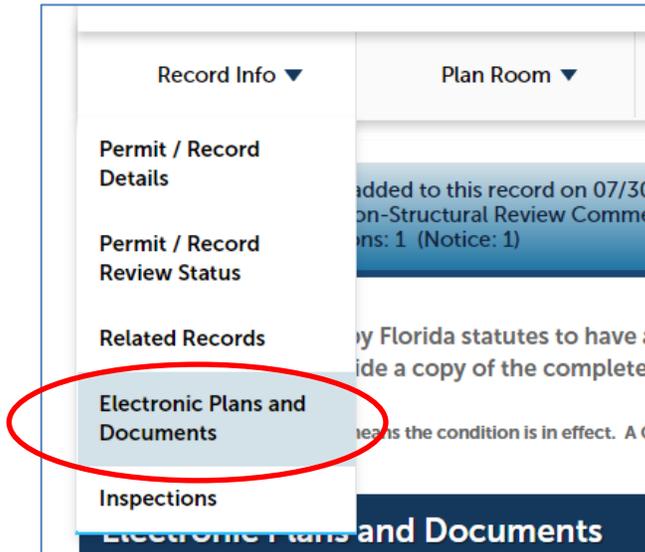
Permit No	Record Type	Project Name	Date	View
BP15-1171	Construction Project	RCID TEST PROJECT RECORD	10/24/2015	View
BD15-0586	Facility Construction Building Permit	RCID TEST PROJECT RECORD	09/24/2015	View
BD15-0246	Facility Construction Building Permit	Test Permit For Ride Reviews	04/30/2015	View
TC15-00498	Temporary Certificate Request	RCID TEST PROJECT RECORD	10/22/2015	View
EL15-1624	Facility Construction Electrical Permit	RCID TEST PROJECT RECORD	10/24/2015	View
TC16-00758	Temporary Certificate Request	RCID TEST PROJECT RECORD	12/02/2016	View
TC17-00579	Temporary Certificate Request	RCID TEST PROJECT RECORD	06/21/2017	View
TC18-00145	Temporary Certificate Request	RCID TEST PROJECT RECORD	02/21/2018	View
TC18-00146	Temporary Certificate Request	RCID TEST PROJECT RECORD	02/21/2018	View
PL18-0221	Facility Construction Plumbing Permit	RCID TEST PROJECT RECORD	07/14/2018	View
ME18-0188	Facility Construction Mechanical Permit	RCID TEST PROJECT RECORD	07/14/2018	View
TC18-00717	Temporary Certificate Request	RCID TEST PROJECT RECORD	07/14/2018	View
FS18-0285	Facility Construction Fire Suppression Permit	RCID TEST PROJECT RECORD	08/20/2018	View
BD15-0586.001	Plan Modification Request	RCID TEST PROJECT RECORD	06/21/2019	View
BD15-0586.002	Plan Modification	RCID TEST PROJECT RECORD	07/30/2019	View

Note: This option is view only.

For specific actions on a permit, access the permit via the Search methods mentioned in the beginning of the User Guide.

Electronic Plans and Documents:

All documents attached to a permit can be found under the Electronic Plans and Documents tab by the authorized licensed professional and are available for download by the user. However, all submissions of documents will be handled via the Digital Plan Room. See the **ACA Digital Plan Room User Guide** on how to upload plans and documents.



TIP!
Plans or drawing submittals that require a plan review should NOT be uploaded as an "Attachment".

Following is a sample breakdown of the Document Categories available in ACA. Selecting the correct category will ensure they are processed correctly for digital signature requirements. For a complete list of Document Categories, see the **Electronic Submittal Requirements Checklist** found on the website.

- Alternative Materials & Methods** – Supplemental information for a variance request
- Application** – Fully executed permit application, signed and notarized
- Notice of Commencement** – Copy of county-stamped NOC (required prior to first inspection request)
- Building Plans** – Digitally signed by a Third Party Certificate Authority*
- Energy Calculations** – Digitally signed by a Third Party Certificate Authority*
- Structural Calculations** – Digitally signed by a Third Party Certificate Authority*
- Correspondence** – Narrative / miscellaneous information for general information on a permit
- Shop Drawings** – Delegated Engineering, Florida Product Approval, etc.
- Site Plans** – Dimensions and scale required
- Special Inspection Reports** – Test & Balance, Threshold Inspection, Welding Cert, etc.
- Specs / Project Manuals** – Roof Submittals, Manufacturer’s Literature, Project Manuals, EOR Approved Submittals, etc.
- Valuation Verification / Valuation Breakdown** – Permits are based on valuation

* See the **Digital Seal and Signature Requirements Policy**

TIP!
Uploading documents as an "Attachment" will not show all Categories, only those that apply.

Applying for a Permit:

For repeat users of the system, use the “Start an Application” tile on the “Home” screen. The electronic submission of permit applications will still require all of the same documents previously physically brought into our office during time of application. These may include: completed, signed and notarized permit application; site plan; drawings; calculations and specifications; valuation verification/valuation breakdown; or any other required document.

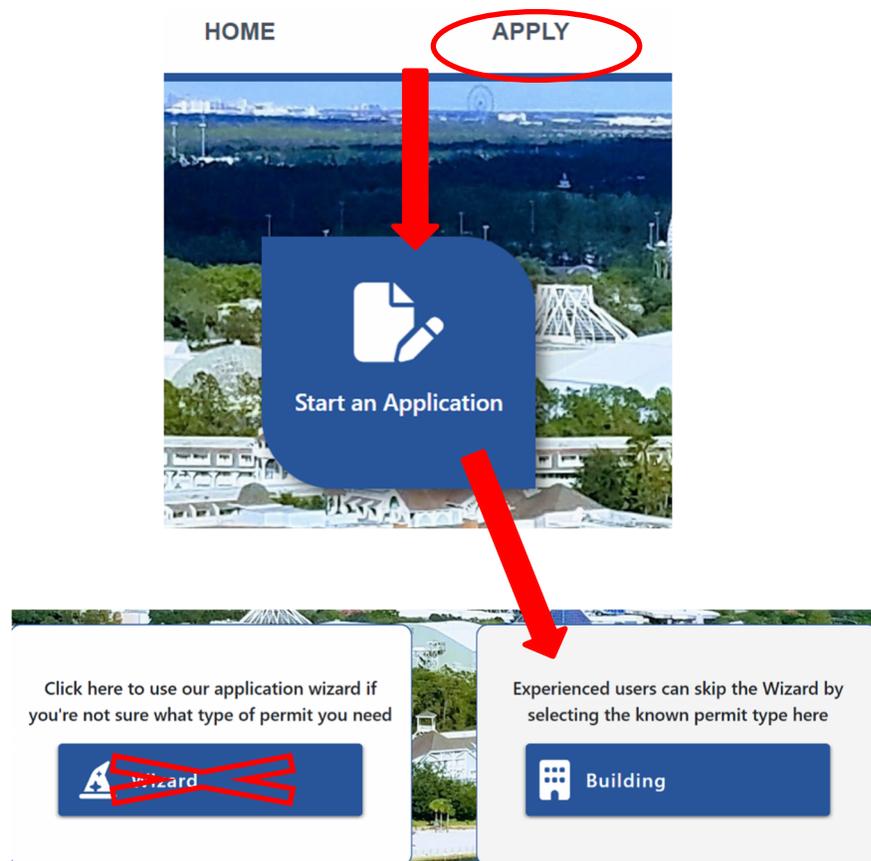
Note: One exception on required permit application uploads is for Electrical Show Power permits. This is the ONLY electronic permit application that does not need an application signed and notarized for upload. No additional documentation is needed for Electrical Show Powers.

You will also need to have the permit address when applying electronically. There is an opportunity to search during the application process, but you will want to have that information ahead of time so you can breeze through the application process. *Note: Checkout the District Address Finder prior to starting a permit application if you do not know an address: <https://tinyurl.com/DistrictAddressFinder>.*

Permit fees are due after a complete sufficiency review is performed. Email notification will be sent to the applicant when ready for online payment.

Step 1:

To get started...select either “Apply” accept the disclaimer to Continue Application or the “Start an Application” tile and select “Building” to move to the disclaimer.



Construction Permits
Fire Permits

Apply for Permits or 24/7 Service Calls
Search for Permits / Records
Schedule Inspections

Online Application

Welcome to the Online Permitting system. This system allows you apply for certain types of Permits online, pay permit fees, check the status of your plan reviews and inspections as well as schedule inspections, all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

NOTE: Application submittal must be complete with a fully executed permit application, drawings and valuation verification at a minimum within 48 hours of submittal or the application will be Voided.

General Disclaimer

While the Central Florida Tourism Oversight District (the District) attempts to keep its Web information accurate and timely, the District neither warrants nor makes any representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer viruses, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the District as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this Web site are the property of their

I have read and accepted the above terms.

[Continue Application »](#)

Select a Contractor's License

Please select the appropriate license for this permit or Temporary Construction permit as determined by the type of license you use.

Licenses:

Contractor-Misc

TEST CONTRACTOR
1900 HOTEL PLAZA BLVD
LAKE BUENA VISTA, FL 32830

[Continue Application »](#)

When selecting a permit category, first determine the type of application needed. Building or structure construction falls under "Facility Construction", area preparation or utility work are "Area Development", permanent trailers or manufactured buildings are "Manufactured Buildings", all roof related permits are "Facility Construction Roofing" and any type of temporary construction 90 days or less falls under "Temporary Construction". Ride attractions (not ride facility construction) fall under "Ride", actual pool construction or replacement/repairs are "Pool" and all sign related work is a "Sign" permit type.

Note: Permit creation will correspond with the type of license you possess. An electrical contractor will not be able to select a building permit type and vice versa. Contractors will only see a list of records types associated to their type of license.

You can either use the filter feature or click on the arrows and select the correct permit type.

The screenshot shows a web interface for selecting permit types. At the top, there are tabs for 'Construction Permits' and 'Fire Permits'. Below the tabs are three main actions: 'Apply for Permits or 24/7 Service Calls', 'Search for Permits / Records', and 'Schedule Inspections'. A section titled 'AVAILABLE PERMIT / RECORD TYPES' contains a dropdown menu and a 'Search' button. The dropdown menu is expanded, showing a list of categories: Building, Contractor Registration, Demolition - Move (Removal), EPCOT Code Books (Electronic Format), Facility Construction (Structure/Inside), Fire Prevention Permits, Master Plan Approval, and Project Management. The 'Facility Construction (Structure/Inside)' category is expanded, revealing a list of specific permit types, each with a radio button: Facility Construction Building Permit, Facility Construction Electrical Permit, Facility Construction Elevator Permit, Facility Construction Fire Alarm System Permit, Facility Construction Fire Suppression Permit, Facility Construction Flame Effects Permit, Facility Construction Gas Permit, Facility Construction Kitchen Suppression Permit, Facility Construction Mechanical Permit, Facility Construction Plumbing Permit, Facility Construction Roofing Permit, and Fire Sprinkler Head-Replacement.

Next select “Click Here – Select from Account” for the Applicant or Contact name. Because you are already an established user of the system, your contact info already exists. If any info needs to be edited, reach out to Permitting@oversightdistrict.org. No not select Associated License as it was already attached to the record in the previous step.

The screenshot shows a dark blue header with the word 'Applicant' in white. Below the header, there is a light gray box containing the text: 'Reach out to Permitting@oversightdistrict.org if changes need to be made to Contact information. Do No Edit or Add new at this location.' At the bottom of this box is a dark blue button with the text 'Click Here - Select from Account' in white. A red oval is drawn around this button.

Note: Search for the address by using the Street Number Only. The system will return a list. Once selected, the system will auto-populate Building Name, Parcel and Owner. *Note: If you have to type the Parcel or Owner, you did not select the address properly. Clear all fields and start with the Street Number only again.*

Address

Enter the "Street No." field only and click on the Search button. Once you have selected the correct address from the Search list, the Owner and Parcel will auto populate. If the owner and parcel do not auto populate, go back and enter just the Street No. with no Street Name or Building Name.

*Street No.: Fraction: *Street Name:

Building Name:

spell check

Operating Participant: Yes No Public Owned: Yes No

Ride: Yes No Swimming Pool: Yes No

Address Search Result List

Addresses

Showing 11-16 of 16

Address
<input type="radio"/> 1900 E BUENA VISTA DR LB, HILTON ORLANDO BUENA VISTA PALACE, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 EPCOT RESORTS BLVD EP, DISNEYS BEACH CLUB DVC, BAY LAKE Orange FL 32830
<input checked="" type="radio"/> 1900 HOTEL PLAZA BLVD LB, DISTRICT ADMINISTRATION OFFICE BLDG, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 MAGNOLIA PALM DR MK, MAGNOLIA GOLF COURSE, BAY LAKE Orange FL 32830
<input type="radio"/> 1900 VILLAGE SERVICES TRL LB, SUPPORT SERVICES, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 WAGON WHEEL WY FW, FT WILDERNESS LOOP 1900 COMFORT STATION, BAY LAKE Orange FL 32830

Associated Parcels

Showing 1-1 of 1

Unique ID	Lot	Block	Building Name
<input checked="" type="radio"/> 1432			DISTRICT ADMINISTRATION OFFICE BLDG

Associated Owners

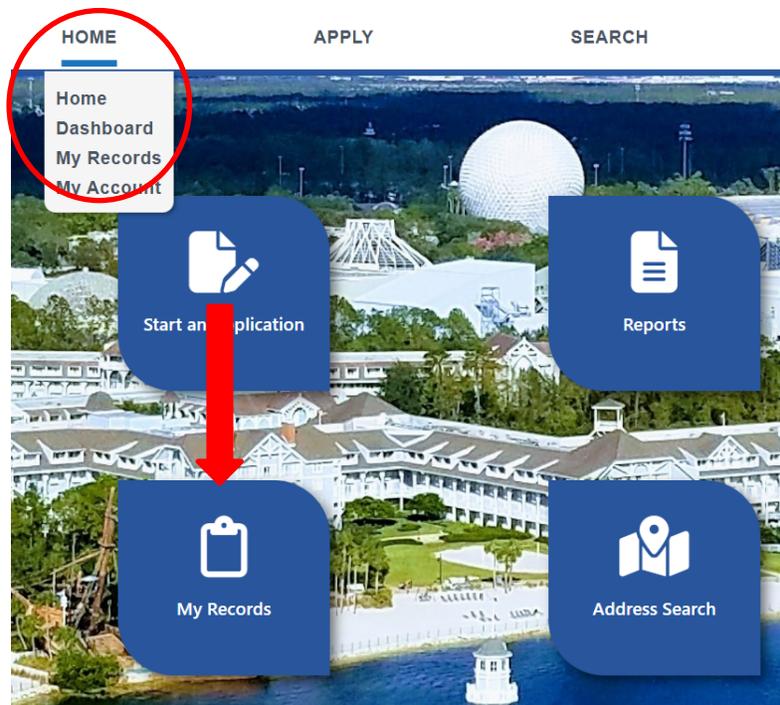
Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT	1900 HOTEL PLAZA BLVD LAKE BUENA VISTA, FL LAKE BUENA VISTA FL 32830

Note: You will need to scroll through to the bottom of the Address Search Result List until the Select button is visible.

Select “Continue Application.” *Note: If at any time in the permit application process you need to stop and come back later, select the “Save and resume later” button on the left-hand side. A temporary number will be issued (“00TMP00...”) for completion at a later date.*

Depending on where you were when you saved your permit application, you can go to the “Home” screen and click on the “My Records” tile or “Home” - “Dashboard” for a list of the latest records applied. The “00TMP-000000” number should be visible on your list of permits. Scroll all the way to the right and under “Action”, click on Resume Application. You will be able to pick up where you left off. **Note: all “tmp” records are purged from the system every 24 hours.**



Your partial application (19TMP-000322) has been successfully saved.
To resume the application(s), go to the Permits section and click the Resume Application link.

Permits

Showing 1-20 of 200+ | Download results | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	Permit No	Status	Project Name	Address	Related Records	Action
<input type="checkbox"/>	19TMP-000322			1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	0	Resume Application

Step 2:

Be sure to complete all fields. Any field with a red * is required.

Under the Detailed Information section, please be as specific as possible. Include the project name, location and full description of the work. Following is an example:

Detail Information

* Please enter a complete description of work for this Permit ?

Project Name
Add all details for the scope of work being performed. |

spell check

TIP!
Do not use ALL CAPS when filling in Detail Information for any permit application. Use sentence case.

Show Power and Event Power permits, include hotel name, conference room, group name, what is being done, and in and out dates.

For Tents include number and size of tents and how tied-down, and whether with or without sidewalls and in and out dates.

Detail Information

* Please enter a complete description of work for this Permit ?

Hotel Name
Conference Room Name
Name of the Group
What is being installed (e.g. 2-20 amp, etc.)
In and Out Dates

spell check

Detail Information

* Please enter a complete description of work for this Permit ?

Food & Wine 2020
EP - Canada - Install (1) 40'x120' clearspan tent w/1400 lb weights per leg, no side-walls
In 9/1/2020 - Out 11/1/2020

Note:

Stages – Include size and info on stairs and handrails.

Manufactured Buildings – DCA buildings yes/no.

Temporary – Inflatables yes/no.

Temporary – The Install and Removal Date and Event Start and End Date are required. Estimated times will assist the District team when planning inspection routes per day.

Attachments:

See “Electronic Plans and Documents” above for classification of documents for submission. Details on how to submit electronic plans can be found in the **ACA Digital Plan Room User Guide**.

Note the acknowledgement: **“I acknowledge that I will upload all required documentation immediately following this submittal.”**

TIP!

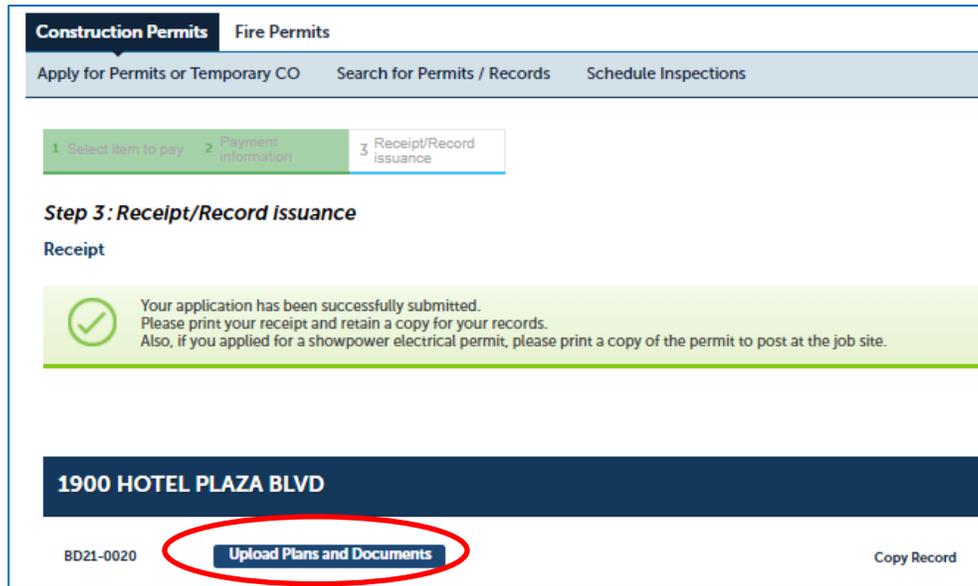
If you do not have all of the required documents ready for submittal immediately, **STOP THE APPLICATION PROCESS HERE.** Only continue forward if the submittal package is 100% complete and accurate. It will cause a delay in your application process if incomplete or incorrect documents are uploaded.

Step 3:

Now you can review your application and make edits to any section.

Step 4:

Once the application has been submitted, go immediately to Upload Plans and Documents. See “Electronic Plans and Documents” above for classification of documents for submission. Details on how to submit electronic plans can be found in the **ACA Digital Plan Room User Guide**.



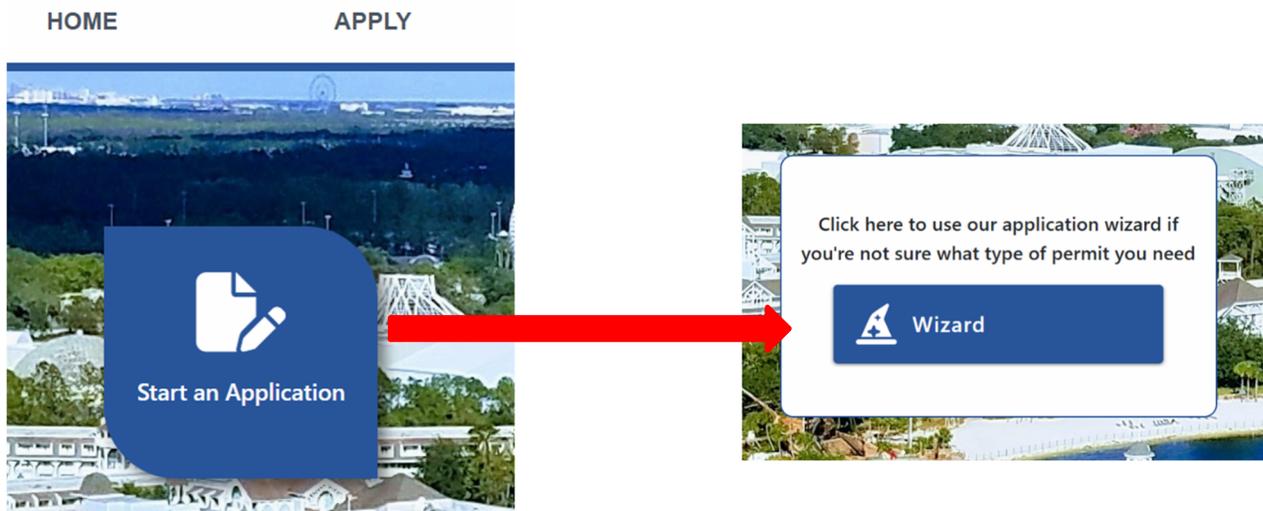
Step 5:

Once the online application is submitted and all required documents uploaded to the application, a sufficiency review will be completed by a Permit Technician. If the submittal is 100% complete, an email will be sent to the applicant/contact to return to the permit and pay fees due. **Once fees have been paid, the application will become a permit and enter the Plan Review phase.**

Applications with an incomplete sufficiency review will be marked as Incomplete. The applicant/contact will have limited time to resolve any items identified by the Permits Technicians. If no response has been received within a timely manner, the application will become null and void and a lock placed on the Contractor / Licensed Professional. No further action can be made until the applicant can confirm by reaching out to Permitting@oversightdistrict.org, that all the required items have been corrected and are ready for re-submittal.

Applying for a Permit with the Application Wizard:

Click on the “Wizard” tile if you are not sure what type of permit you need. There will be a series of questions to direct you to the correct record type to select.



The first question is to determine if the permit is for a permanent or temporary installation.

Please answer the following questions so we can help you get to the right application. As you progress through the choices, remember that if more than one option applies you will need to submit a separate application for each.

Is your project on a structure that will be in use for 90 days or less?

Yes »

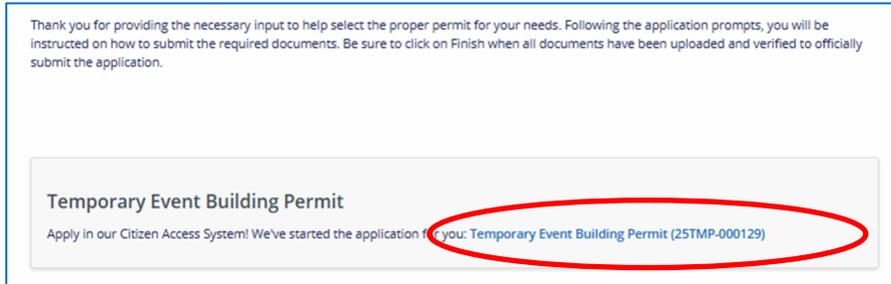
No »

If “Yes” is selected, a list of available temporary record types will be displayed. Click on the type of installation to open the appropriate permit application.

What is the type of temporary installation?

-  Temporary Event or Structure »
-  Electrical »
-  Elevator »
-  Fire Alarm System »
-  Fire Suppression »
-  Flame Effects »
-  Gas »
-  Kitchen Suppression »
-  Mechanical »
-  Plumbing »

You will then be prompted to select the “license number” associated to your ACA login, then “Continue”. The new “TMP” record will be created. Click on the record number to complete the online application. Follow steps 2-5 under the “Applying for a Permit” section in this User Guide for completing the online application request and the process to upload required documents to the application.



Selecting “No” for the temporary installation will guide the applicant through the Service Call Technician inspection requests, Project Management permits, Move/Demo permits and all building and trade permanent installation permits for both interior and exterior applications. If a response is answered incorrectly, simply click “Back” until you are on the appropriate page, or click the “Home” tab or logo to bring you back to the main page to start over.

Do you need to request a service call (hot work, fire sprinkler, shut down/turn on advisory)?
No

Are you a Florida State Licensed Contractor?
Yes

Is this work taking place outside? (Area development-not inside or directly connected to a building exterior.)
No

Select the license number you will use for this application:
Service Call Request
Apply in our Citizen Access System! We've started the application for you: [Service Call Request \(25TMP-000132\)](#)

Please select your license type that you will use for this application*

- Alarm System Contractor
- Building Contractor
- Electrical Contractor
- Elevator Contractor
- Fire Protection Contractor (Sprinkler)
- Liquefied Petroleum Gas (LPG) Contractor

Select the application you want to apply for:

- Facility Construction Building Permit
- Ride Construction Building Permit
- Sign Construction Building Permit
- Demolition-Move Permit
- Project Management

Applying for an Amendment or a Revision:

Amendment and Revision plan modifications are submitted via ACA and documents uploaded directly to the plan modification request. Amendments and Revisions are not available for creation until the main/root permit has been Issued. Only one (1) Amendment may be open/created at a time. *Note: Do not upload Amendment / Revision plans to the main/root permit number, nor send an email to the Permit Technicians.*

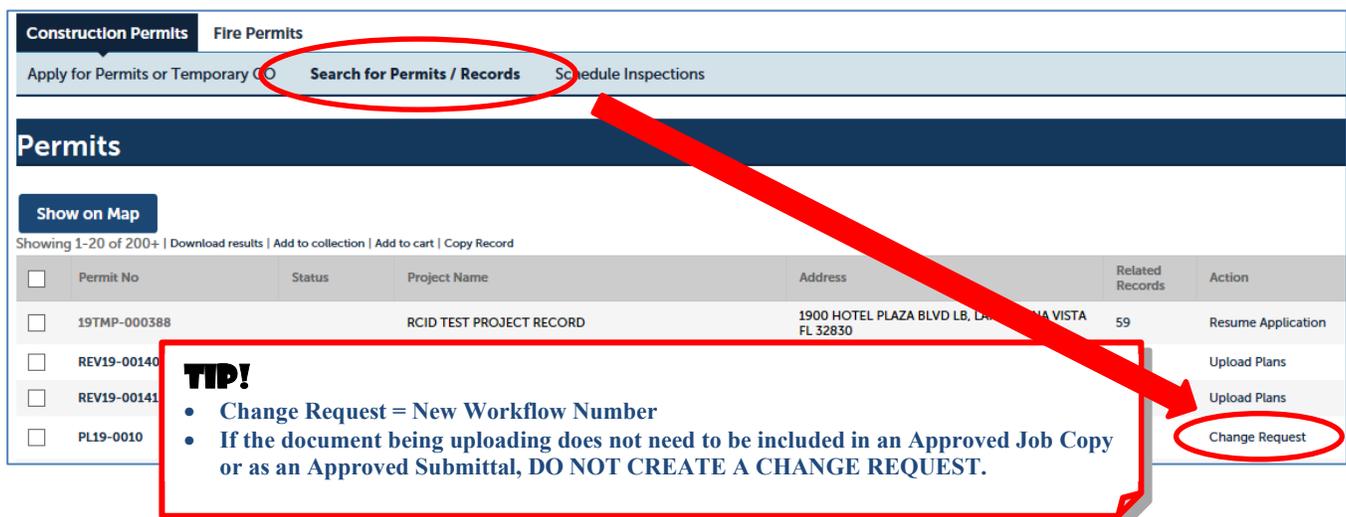
Amendment:

- Modifications to plans that add (or remove) scope and/or valuation to a project.
- Amendments require a signed and notarized application form.
- Additional valuation requires an updated Valuation Verification Form / Valuation Breakdown uploaded to the Amendment.
- Additional fees are paid on the main/root permit. No inspections can be scheduled until fees are paid. *Note: if no increase in valuation the Revision rates will apply per number of pages modified or added.*
- Approved Amendments are required to be Issued to the License Professional using the DocuSign© request process in ACA.
- The Approved Job Copy (AJC) will not be created until the Amendment is Issued and placed on the main/root permit. An email will be sent notifying the applicant that the AJC is available on the main/root permit once Issued.

Revision:

- Changes to approved plans that do not change scope of work. These may be known as: Bulletin, ASI, SI, Addendum, Directive, etc.
- Do not need a signed and notarized permit application.
- Revision fees paid on the main/root permit, and are assessed per number of pages modified or added. No inspections can be scheduled until fees are paid.
- AJC will be created when the last plan review is complete. An email will be sent notifying the applicant that the AJC is available on the main/root permit.
- Delegated Engineering / Deferred Submittals.

There are two ways to create a plan modification record. One way is to search for the main/root permit in the record list. On the right hand side of that permit under Action is the link for “Change Request”. *Note: This link is used whether it is a Revision or an Amendment.*



Construction Permits Fire Permits

Apply for Permits or Temporary **Search for Permits / Records** Schedule Inspections

Permits

Show on Map

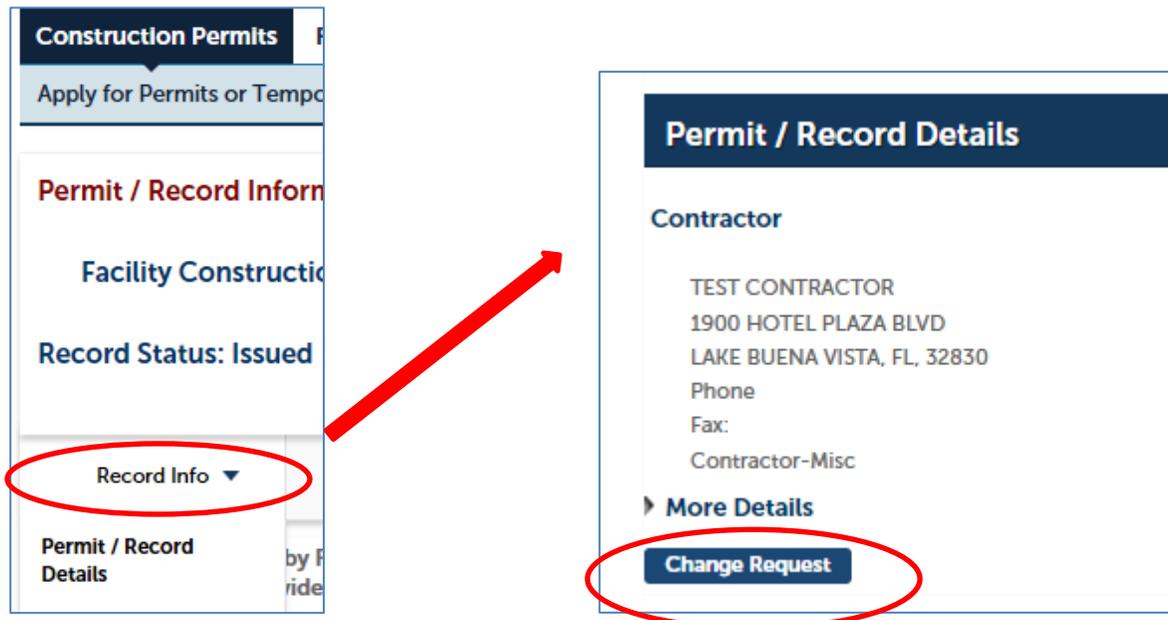
Showing 1-20 of 200+ | Download results | Add to collection | Add to cart | Copy Record

Permit No	Status	Project Name	Address	Related Records	Action
<input type="checkbox"/> 19TMP-000388		RCID TEST PROJECT RECORD	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	59	Resume Application
<input type="checkbox"/> REV19-00140					Upload Plans
<input type="checkbox"/> REV19-00141					Upload Plans
<input type="checkbox"/> PL19-0010					Change Request

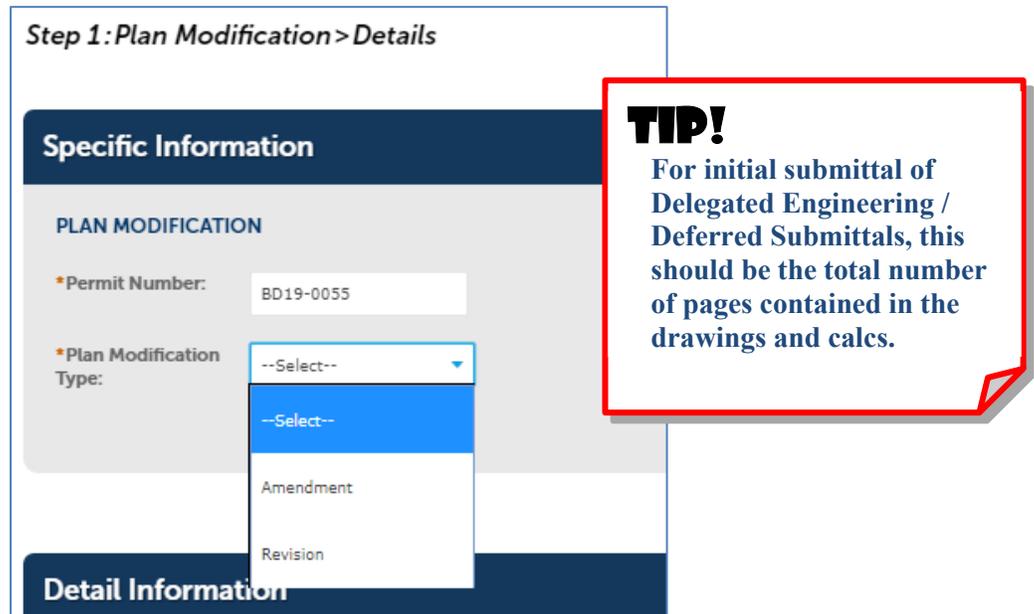
TIP!

- Change Request = New Workflow Number
- If the document being uploading does not need to be included in an Approved Job Copy or as an Approved Submittal, DO NOT CREATE A CHANGE REQUEST.

The second option is to select Change Request from the Record Info Page:



Either option will open the Amendment / Revision permit. The application will lead you through the prompts for the type of modification.



An **Amendment** will populate the main/root current valuation and open a field to enter the amended valuation only. **Note: Do not include the entire valuation.** An adjustment to the main/root valuation will be applied and new fees assessed. Once verified by a Permit Technician, the additional permit fees will be available to be paid on the main/root permit number.

Specific Information

PLAN MODIFICATION

*Permit Number:

*Plan Modification Type:

Permit Valuation:

Additional valuation should only include additional scope and not the total value

Additional Valuation:

Specific Information

PLAN MODIFICATION

*Permit Number:

*Plan Modification Type:

Permit Valuation:

Additional valuation should only include additional scope and not the total value of the project.

Additional Valuation:

Please enter the number of sheets to be submitted

Revision Sheet Count:

If there is no additional valuation, type “0” and a box will populate to type the modified or added sheet count number. Permit fees will be based on the actual sheet count in this instance.

A **Revision** only needs the sheet count provided. Once verified by a Permit Technician, the additional permit fees will be available to be paid on the master permit number.

Specific Information

PLAN MODIFICATION

*Permit Number:

*Plan Modification Type:

Please enter the number of sheets to be submitted

Revision Sheet Count:

Complete the plan modification application by providing details of the Amendment or Revision, acknowledge that plans will be uploaded after payment and Continue Application, similar to an initial permit application. *Note: Do not include an entire Narrative in the Detail Information tab. A summary of the Amendment / Review will suffice. Do not re-enter the original scope of the work description.*

Detail Information

*Please enter a complete description of work for this Permit 

Amendment for additional room buildout not in original set of plans.

Once Continue Application is selected, a confirmation will be displayed of the Amendment or Revision and the temporary number displayed: **REV00-00000**.

The screenshot shows a web interface for permit management. At the top, there are tabs for 'Construction Permits' and 'Fire Permits'. Below these are navigation links: 'Apply for Permits or Temporary CO', 'Search for Permits / Records', and 'Schedule Inspections'. A progress bar indicates three steps: '1 Select Item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The current step is 'Step 3: Receipt/Record issuance'. A green message box states: 'Your application has been successfully submitted. Please print your receipt and retain a copy for your records. Also, if you applied for a showpower electrical permit, please print a copy of the permit to post at the job site.' Below this are buttons for 'Print/View Permit' and 'Print/View Summary'. A dark blue header displays '785 STUDIO DR'. Below the header, the permit number 'REV19-00084' is circled in red, along with the 'Upload Plans and Documents' button. Other buttons include 'View Record', 'View Summary', and another set of 'Print/View Permit' and 'Print/View Summary' buttons.

The standard Amendment / Revision permit number will not populate until the application has been resulted as Complete by a Permit Technician. Once done, the standard child record number scheme will be displayed: **BD00-0000.001**. *Note: Do not include the REV number on your Narrative. Once the Plan Modification request is processed, the REV number is replaced with a Workflow number.*

To upload plans and documents, follow the instructions found in the **ACA Digital Plan Room User Guide**.

Applying for a Temporary Certificate of Occupancy New Request:

Begin the process using the same Change Request option demonstrated previously and select “Temporary Certificate Request”.

Complete all fields in the two informational sections.

Please complete the Following

TCO INFORMATION

* TCO Request Type: New TCO Request

* Date of Request: --Select--

* Date TCO Needed By: New TCO Request

* Master Building Permit Number:

Project Name:

* Requestor Name:

* Requestor Phone:

* Requestor Email:

* Define Area of Request:

spell check

* Items Remaining:

spell check

* Requested Number of TCO Days:

TCO Expiration Date:

* Estimated Project Completion Date:

Reason for the Request

REQUESTED USE

Guest Use:

Cast Use - Training:

Furniture - Equipment Load:

DBPR Inspection:

Other:

Specify Other Use: *

* Documents Uploaded (Outside Use Areas and Phased Projects must include a site map highlighting area): Yes No

Sample Area of Request for Rooms TCOs:

Cast Use:
Turn 3 (Floor/Pod) – Rooms: 3001, 3002, 3003

Guest Use:
Turn 4 (Floor/Pod) – Rooms: 4001, 4002, 4003

TIP!

If remaining items are “none” do not complete a TCO Request. Schedule all required Final inspections to close out permit, which starts the automated Certificate processing.

Upload any accompanying documentation to support the request.

Note: Allow 24 hours from Final Discipline approval for Administrative processing. To ensure receipt of the TCO on a timely basis, provide additional lead time for each request. Buildings cannot be occupied until Temporary Certificate of Occupancy certificates have been signed and uploaded to the permit.

Applying for a Temporary Certificate of Occupancy Extension Request:

Begin the process using the same Change Request option demonstrated previously and select “Temporary Certificate Request” record type.

From the “TCO Request Type” dropdown, select “TCO Extension Request” and provide specific details on the reason for the extension request. All fields with a red asterisk are required. Upload any accompanying documentation required to support the request.

TIP!

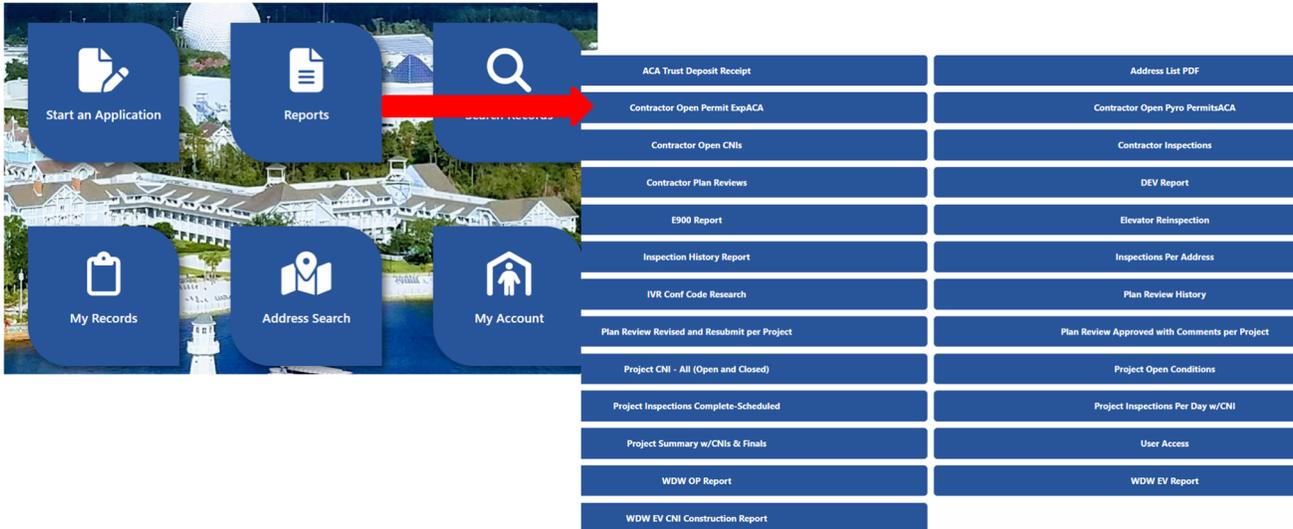
Provide specific details in the extension justification field, e.g. there has been a three-week delay in delivery of installation materials, or sub permits still need to be closed out. Providing a justification of “we need more time” will not be accepted.

TCOs with open Conditions have an additional step. Review the list of open Conditions and if that Condition has been completed, select the “Action - Edit” button and provide a new status of Complete. Any Condition marked as Complete will be verified by Building & Safety. If the Condition has not been completed, it will remain on the renewed TCO.

Note: Allow 24 hours from Final Discipline approval for Administrative processing. To ensure receipt of the TCO Extension on a timely basis, provide additional lead time for each request.

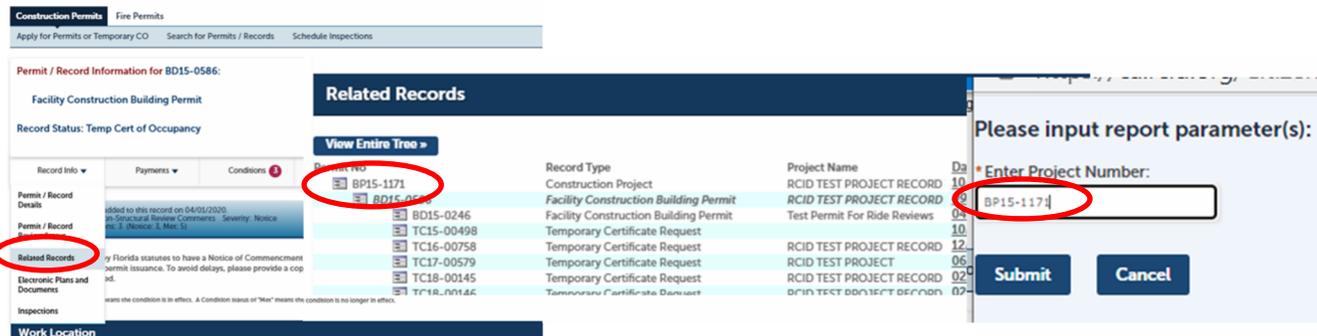
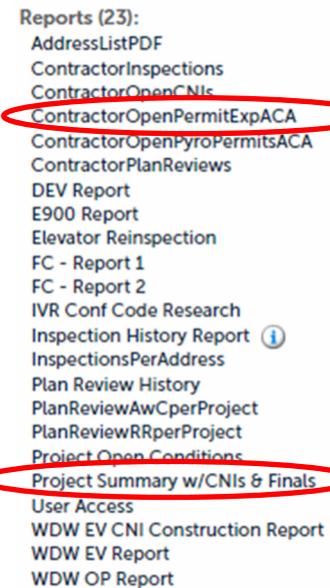
Reports:

Reports are available on the Home screen once a user is logged in:



Following is a quick rundown of the most widely used reports. Use the wildcard “%” when entering partial contractor information. The two main reports are highlighted below.

- ContractorInspections – Any inspection scheduled or completed per contractor, per date range on all open permits
- ContractorOpenCNIs – All open violations, per contractor
- **ContractorOpenPermitExpACA** – All contractor open permits and expiration dates – **RUN WEEKLY FOR STATUS OF OPEN PERMITS**
- ContractorPlanReviews – Any plan review action per contractor, per date range on all open permits
- Inspection History Report – Inspection history on one permit only
- Plan Review History – Plan Review history for one permit only
- **Project Summary w/CNIs & Finals** – **RUN PRIOR TO SUBMITTING REQUEST FOR TCO** (This is the same report used by the District for verifying approval of TCO requests. The project number “BP00-0000” will be required to run the report and can be found under Related Records. See sample below on how to obtain that number if unknown.)
- IVR Conf Cod Research – Verification that an inspection has been scheduled using IVR confirmation code



Applying for an Alternative Materials and Methods Request:

Begin the process using the same Change Request option demonstrated previously and select “Alternative Materials and Methods”.

Complete all fields. *Note: Submit all AM&M requests on the permit needing the variance, not the Master Permit.* (For example, if the variance request is for plumbing pipe sizing, the permit should be “PL00-0000” not the master building permit: “BD00-0000”.)

Note: Supporting documents are required and must be uploaded to this AM&M Request via the Digital Plan Room. See **Request for Approval of Alternative Materials, Methods or Special Permission Requirements Policy** on the department website.

All fields are required, including appropriate code sections. If the request is outside the standard items in the dropdown, select “Other” and include the appropriate EPCOT Code as a reference in the box provided.

TIP!

- Documents submitted in the Digital Plan Room
- Request details must be detailed, or the request will be denied. Do not use “See attached document” as a detail.

Please complete the Following

REQUEST INFORMATION

Permit Number:

Alternative Materials:

Alternative Methods:

Special Permission:

Response to Correction Notice:

CN#:

Extension Request:

Current Parent Expiration:

Current Temporary Installation Removal Date:

Proposed New Removal/Expiration Date:

Number of Days Requested for Extension:

* EPCOT Code Section:

* Request Title:

* Request Details:

spell check

* Requestor Name:

* Requestor Phone:

* Requestor Email:

* EPCOT Code Section:

* Request Details:

spell check

* EPCOT Code Section:

Other Code Section:

* Request Details:

spell check