

## WELCOME TO “THE DISTRICT” NEW CONTRACTOR / PROFESSIONAL REGISTRATION / PRE-PERMIT APPLICATION INSTRUCTIONS

The Central Florida Tourism Oversight District (the District) is the local Authority Having Jurisdiction (AHJ) for building code and fire code enforcement within District boundaries, which encompasses all Walt Disney World areas, including Disney Springs and Flamingo Crossings.

As a new contractor / professional performing services within the District, it is our goal to provide clear instructions for company registration, permit submittal and general navigation in our online permitting system, Accela Citizen Access (ACA): <https://ca.rcid.org/CitizenAccess>.

This packet contains instructions for company registration, and how to add individuals as an Agent or Power of Attorney. Once the registration process is completed, approved representatives of an organization will be able to request an online ACA account and apply for permits, pay fees, request inspections, etc.

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### 1) Overview of Registration Requirements

The District has four levels of registration requirements from in-state licensed professionals to out-of-state, non-licensed professionals. These levels are briefly illustrated in the table below. Full details are provided in the following sections.

	State of Florida Licensed Required	State of Florida Non-Licensed Required	Non-Florida Residing, Non-Licensed Required	Non-Florida Residing, Non-Licensed Required (Temporary Events (180 days or less) Only)
Correct Registration Form	X	X	X	X
Copy of State-issued license	X			
Copy of County-issued Business Tax Receipt	X	X	X	
Workers Compensation Certificate of Insurance or Exemption (COI)	X	X	X	X

Once all documents listed above are in hand, the registration process can begin. To register as a new contractor in our system, please refer to the “Accela Citizen Access Online Permitting System User Guide” for step-by-step instructions. The registration request will be assigned, in the order it was received, for review and processing. Registrants will be notified via a very detailed instructional email if there are deficiencies in the documentation or missing information.

## 2) State of Florida Licensed Contractor / Professional Registration Requirements

To complete a company registration within the District, copies the following pdf documents are required:

- *State of Florida Licensed Contractor / Professional Registration Form*
  - This form is required to be filled in completely, physically signed and notarized (Note: copy and pasted signatures, digital signatures and digital fonts are not acceptable signatures, and will not be accepted.)
  - License holder/qualifier's direct phone number and email address are required
  - Main contact email must belong to the license holder/qualifier, Agent or Power of Attorney
- *Current Florida Contractors License*
- *Current City or County Business Tax Receipt*
  - Issued by the business-residing city/county within the State of Florida
- *Workers Compensation Certificate of Insurance or Exemption (COI) in the amount of \$1,000,000*
  - Central Florida Tourism Oversight District Building & Safety, P.O. Box 690519, Orlando, FL 32869 listed as the certificate holder. (Note: a COI that is site- or job-specific will not be accepted.)
  - The District does not require liability insurance.

If the license holder/qualifier would like to allow other individuals to apply for permits, issue permits, schedule inspections or contact the District regarding permits under their license, a District "Agent" and/or "Power of Attorney" form must be submitted with the registration paperwork. An individual can only be designated as either an Agent or a Power of Attorney, not both. The differences between the two authorizations are as follows (Note: Forms must be physically signed by the license holder/qualifier and physically notarized by a notary that is not also listed on the form.):

- **Agent** – License holder/qualifier authorizes an Agent to be registered for online access under their contractor record to apply for permits, upload documents, pay for permits, request changes to a permit, request a permit be issued, schedule inspections and run reports. An Agent is not allowed to sign for the license holder/qualifier on a permit application.
- **Power of Attorney** – License holder/qualifier authorizes a Power of Attorney to be registered for online access under their contractor record and all the above for the Agent. A Power of Attorney is allowed to sign for the license holder/qualifier on a permit application.
- **Updating an Agent or Power of Attorney** – If individuals authorized on behalf of the licensed holder/qualifier to do business within the District require updates, the license holder/qualifier, Agent or Power of Attorney must submit a Change Request process in ACA and provide updated "Agent" or "Power of Attorney" forms. Step-by-step instructions can be found in the "Accela Citizen Access Online Permitting System User Guide".
- Please note the District is not able to discuss a specific license/contractor/professional or associated permit with any individual that is not listed as an authorized Agent and/or Power of Attorney for that license holder/qualifier.

## 3) State of Florida Non-Licensed Required Organization / Professional

- *State of Florida Non-Licensed Required Organization / Professional Registration Form*
  - This form is required to be filled in completely
  - Main contact email and phone will receive all general notifications and inquiries from the District
- *Current City or County Business Tax Receipt*
  - Issued by the business-residing city/county within the State of Florida
- *Workers Compensation Certificate of Insurance or Exemption (COI) in the amount of \$1,000,000*
  - Central Florida Tourism Oversight District, Building & Safety, P.O. Box 690519, Orlando, FL 32869 listed as the certificate holder. (Note: a COI that is site- or job-specific will not be accepted.)
  - The District does not require liability insurance.

#### 4) Non-Florida Residing, Non-Licensed Organization/Professional Registration Requirements

- *Non-Florida Residing, Non-Licensed Required Organization / Professional Registration Form*
  - This form is required to be filled in completely
  - Main contact email and phone will receive all general notifications and inquiries from the District
- *Current City or County Business Tax Receipt*
  - Issued by the business-residing city/county within the State of Florida
- *Workers Compensation Certificate of Insurance or Exemption (COI) in the amount of \$1,000,000*
  - Central Florida Tourism Oversight District, Building & Safety, P.O. Box 690519, Orlando, FL 32869 listed as the certificate holder. (Note: a COI that is site- or job-specific will not be accepted.)
  - The District does not require liability insurance.

#### 5) Non-Florida Residing, Non-Licensed Organization/Professional Registration Requirements (Temporary Events Only – 180 days or less)

- *Non-Florida Residing, Non-Licensed Required Organization / Professional Registration (Temporary Events Only – 180 days or less) Form*
  - This form is required to be filled in completely
  - Main contact email and phone will receive all general notifications and inquiries from the District
- *Workers Compensation Certificate of Insurance or Exemption (COI) in the amount of \$1,000,000*
  - Central Florida Tourism Oversight District, Building & Safety, P.O. Box 690519, Orlando, FL 32869 listed as the certificate holder. (Note: a COI that is site- or job-specific will not be accepted.)
  - The District does not require liability insurance.

#### 6) City/County-Issued Business Tax Receipt

- The District does not issue Business Tax Receipts. The following is provided to help be successful with Orange and Osceola counties specifically:
  - In order to obtain a county/city-issued Business Tax Receipt, you will be required to provide proof of a State of Florida Foreign Corporation validation by the city/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.
  - 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 be successful with the process in Orange County, it is recommended to physically take the completed Business Tax application to the Orange County Tax Collector's Office. ***(Note: Do not follow the part of the instructions to submit to the Zoning Department. The request will most likely be denied if submitted to Orange County Zoning.)***
  - 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.***

#### 7) Registration for Access to ACA Online Permitting System

Once the Contractor or Professional Record has been created in the main system, each person listed on the record authorized for access will receive an email to notify them that they can now register for a new individual user account. Full step-by-step instructions on how to register for an online user account can be found in the “Accela Citizen Access Online Permitting System User Guide”, on the department website.

The District requires each individual to have their own user account with the exact email address that is listed in the contractor record. ***Sharing of user names and passwords is prohibited and could result in a user account being disabled by the System Administrator.***

ACA is approved-only access. Once an online user account request has been received by the District, there is a minimum of 24 hours for the Network Administrator to authorize access to the online permitting system. Trying to access the system prior to the approval will be unsuccessful.

## 8) Permit Application Submission Preparation

The following information will assist in being successful applying for a permit. BEFORE starting the application process in ACA, it is very important to review the following:

User Guides and Checklists: New permit applicants should become familiar with all of the published User Guides and Checklists found on the department website. The following documents should be read prior to applying for a permit, at a minimum:

- “Accela Citizen Access Online Permitting System User Guide”
- “Digital Plan Room User Guide”
- “Permit Application Checklist”
- “Electronic Submittal Requirements Checklist”

These User Guides and Checklists were compiled to provide clear directions and step-by-step instructions to assist with understanding how to apply for an online permit, making it easier for an applicant.

Permitting via ACA: The online permitting process should be treated the same as submitting a permit in person. All required documents should be in hand prior to starting the online application. This process is no different than if applying for a permit in person. When applying for a permit in person, the applicant does not show up without ALL of the required documents. As an example, the applicant would not drive to the permitting office with just the application, then on the second day, arrive with the plans. No, the applicant would drive to the permitting office with a complete submittal packet in hand. Applying online is the same principle. ***Don’t start until all required documents are saved electronically and ready for upload in ACA.***

\* \* \*

All Forms, Policies, User Guides and Checklists can be found under the Building Department website page at: <https://www.oversightdistrict.org/doing-business/building-department/>.

The Building & Safety Department goal is to make the process as easy as possible and to set applicants up for success. At any time in the process, feel free to reach out via email to [Permitting@oversightdistrict.org](mailto:Permitting@oversightdistrict.org). The Permit Technician team will be more than happy to provide additional information.