

PERMIT APPLICATION REQUIREMENTS

- 1) Licensed contractors must be registered with the Central Florida Tourism Oversight District's (the District) Building & Safety Department prior to submitting a permit application. A current copy of the following (in pdf format) can be emailed to Permitting@oversightdistrict.org to register:
 - State of Florida Contractor Certification or Registration (a current Orange or Osceola County competency card if registered, but not certified)
 - Florida County Business Tax Receipt (formerly Occupational License)
 - Proof of current Certificate of Workers Compensation Insurance of Exemption (COI), in the amount of \$1,000,000, addressed to Central Florida Tourism Oversight District, Building & Safety Department, PO Box 690519, Orlando FL 32869-0519
 - Notarized Florida Contractor / Licensed Professional Registration Form
 - Notarized Power of Attorney and/or Agent Form listing agents or power of attorneys for all people authorized to apply, sign and have permits issued, or have access via the Online Permitting System, Accela Citizen Access (<https://permitting.oversightdistrict.org/CitizenAccess>), on the qualifiers' behalf
- 2) Once the licensed contractor is successfully registered with Building & Safety, the licensed contractor, agent and/or power of attorney must request a login to ACA. (Only the qualifier and individuals on the notarized form will be accepted.)
- 3) Fees are due at time of completed application sufficiency review and may include permit fees, plan check costs, state required surcharge fees, and Department of Business and Professional Regulation (DBPR) surcharge fees. The District accepts credit cards, cash, checks or money orders (made payable to the Central Florida Tourism Oversight District). Fees are non-refundable.
- 4) All permit applications shall be submitted electronically via the ACA website. Applicants will follow the prompts for the appropriate permit type and upload the required pdf documents. In addition to the electronic permit process, a paper permit application must be completely filled out to match the electronic version, signed by the contractor and the owner, notarized by a Florida Notary Public and uploaded as a pdf to the permit number. The owner or owner's agent's signature shall be required only when the valuation of the work exceeds \$5,000.
- 5) The following required electronic documents must be uploaded in pdf format, along with the permit application:
 - A valuation verification form (the value of new materials and equipment, and/or owner furnished items must be included in the total valuation). A breakdown of costs is required when multiple discipline permits are being permitted.
 - Drawings – digitally signed and sealed if the valuation is \$125,000 or more (or any value if work is structural). *
 - Specifications – digitally signed and sealed if the valuation is \$125,000 or more (or any value if work is structural). *
 - Digitally signed and sealed structural calculations, as applicable. *
 - A site plan, detailed to show an exact location of work, as applicable.
 - Fire sprinkler drawings and hydraulic calculations, as applicable.
 - Energy calculations, as applicable.
 - Florida Hotel and Restaurant Commission approval, as applicable.



- A Notice of Commencement (NOC) is required when the valuation of work is over \$5,000 (\$15,000 for repair or replacement of an existing heating or air conditioning system) and can be obtained from Orange or Osceola County, based upon the location of the project. A recorded county-stamped copy must be uploaded in pdf format to the permit prior to the first inspection of the work. *Florida Statute 713.135*.
 - * Per requirements of *Florida Statutes 668* and *Florida Administrative Code 61G1-16.005 and 61G15-23.004*.
- 6) Prior to submitting for application, it is highly recommended that applicants review the various “Check List” documents found on the department website to ensure proper documentation is being gathered and provided for successful application review. These include the “Permit Application Checklist,” “Electronic Submittal Requirements,” and the “Conveyance Plan Review Submittal Requirements” for elevators: www.oversightdistrict.org/building-department/.
- 7) Once the application is accepted, and plan reviews completed and approved, the issuance request for an electronically signed issued permit may be requested via the authorized licensed contractor or agent/power of attorney through ACA. Only authorized signatures will be accepted.

Note: Stormwater discharges from construction activities (such as clearing, grading, excavating, and stockpiling) that disturb one or more acres, or smaller sites that are part of a larger common plan of development or sale, are regulated under the National Pollutant Discharge Elimination System (NPDES) stormwater program. For instructions on obtaining a required Construction General Permit (CGP), please contact Compliance Personnel in Planning & Engineering at (407) 828-2250.

For additional information, contact the District Building & Safety Department at Permitting@oversightdistrict.org.