

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 \$5,000 (\$15,000 for repairs or alterations to HVAC systems). 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: All applicants must be registered with the Building & Safety Department. Once registered, all permits are applied via the online permitting system, Accela Citizen Access (ACA) at: <https://permitting.oversightdistrict.org/CitizenAccess>. *(Note: see the **Accela Citizen Access User Guide** found on the website with instructions on how to register.)*

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. 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: How do I close a Project Management permit?

A: Project Management permits are automatically closed, based on the subcontractor permit closure. If no subcontractor permit is related, email Permitting@oversightdistrict.org to close the permit at completion of the project.

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

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