

These permit procedures apply only to single-family residences, duplexes, mobile homes, and to accessory uses. Accessory uses include, but are not limited to, pools, fences, roofs, storage sheds, detached garages and boathouses.

CHECKLIST

Prior to beginning the permitting process and completing an application, the applicant may wish to consider the following items which have to be furnished, if applicable. These are further explained and illustrated in this pamphlet.

1. A complete legal description of the property and parcel identification numbers.
2. A fully dimensioned detailed site plan.
3. Complete architectural elevations.
4. An approved lot grading plan
5. Roads:
 - Filing of Notice of Future Assessment
 - Right-of-way utilization permit
 - Approval of road construction
6. Permits for property in a 100-Year Floodplain
7. Water or wastewater (sewer) permits
8. Permits if private wells and/or septic tanks are to be used
9. Permits for wetlands or environmentally sensitive property
10. Division of Building Safety permits:
 - Contractor license, if applicable
 - Application with two sets of signed/sealed building plans
 - Paid impact fees



CONTACTS

Zoning Division

Orange County Administration Center
201 S. Rosalind Avenue, 1st Floor
407-836-3111

Planning Division

Orange County Administration Center
201 S. Rosalind Avenue, 2nd Floor
407-836-5600

Official Records Department

109 E. Church Street
407-836-5115

Public Works Department

Development Engineering Division
Stormwater Management Division
4200 S. John Young Parkway
407-836-7900

Utilities Department

9150 Curry Ford Road
407-254-9900

Orange County Health Department

Division of Environmental Health
800 N. Mercy Drive, Suite 1
407-521-2630

Environmental Protection Division

800 N. Mercy Drive, Suite 4
407-836-1400

Division of Building Safety

Orange County Administration Center
201 S. Rosalind Avenue, 1st Floor
407-836-5550

Division of Fiscal & Administrative Services

Orange County Administration Center
201 S. Rosalind Avenue, 2nd Floor
407-836-5617



Orange County, Florida Residential & Accessory Use Permitting Process



OBTAINING A BUILDING PERMIT

County staff can assist you with the process of obtaining a building permit for the construction of a single-family residence, duplex, accessory use, or the placement of a mobile home.

Zoning Division

The initial step involves a review of your plans by the Zoning Division for compliance with zoning regulations and consistency with the Comprehensive Policy Plan.

Planning Division

If the subject property has zoning that is inconsistent with the Comprehensive Policy Plan, the Planning Division may review plans for possible approval, or discuss remedies that may be available.

Public Works Department

The Public Works Department, which is located at 4200 S. John Young Parkway, Orlando, will review plans for roadways and drainage. No Certificate of Occupancy will be issued for any structure until road construction is complete.

The **Stormwater Management Division** will review plans for compliance with the Floodplain Ordinance and other requirements. If any part of the lot/property lies within the 100-Year Floodplain, the applicant must obtain a Floodplain permit from the Stormwater Management Division. The Floodplain permit shows the minimum finished floor elevation and the minimum septic tank invert elevation. A copy of the Floodplain permit must be furnished to the Division of Building Safety for further processing of the building permit.

The **Development Engineering Division** will review lot grading plans as well as road access. If Orange County records indicate that there is no public road to access the property, construction plans which meet minimum County standards must be submitted to the Development Engineering Division. They must include minimum width, proper stabilization, and proposed treatment of stormwater. The plans must have been prepared by an engineer registered in the state of Florida. The engineer must sign and seal the plans with certification of compliance with the "Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways." After review and approval by the County Engineer's office, a right-of-way utilization permit will be issued to allow the applicant to construct the road.

Under certain conditions property owners are allowed to pull building permits for single family homes on non-maintained dirt roads. If the road meets those conditions, prior to issuance of a building permit the owner must get a Non-Maintenance Agreement from Public Works and a Notice of Future Assessment from the Zoning Division. The Non-Maintenance Agreement says Orange County is not responsible for maintaining the road and the Notice of Future Assessment says if the County ever improves the road the property can be assessed for a share of the improvement cost.

Official Records Department

If the property is located on an unpaved dedicated right-of-way maintained by Orange County, the property owner(s) of record must sign a Notice of Future Assessment (available in the Zoning Division) and have the document recorded at Orange County Official Records, 109 E. Church Street, Orlando. A receipt is issued by the Official Records Department to the owner, who must then present it at the Zoning Division to proceed with the issuance of the building permit.

Utilities Department

The Utilities Department determines the availability of water and wastewater service and which agency will provide the service. If a water or wastewater line extension or a service and/or lateral installation is required for construction, then approval must be obtained from the Utilities Department. The appropriate fees will be determined during the approval process and must be paid at the Utilities Customer Service Division office at 9150 Curry Ford Road, Orlando.

Orange County Health Department

If the proposed structure will use a private well for potable water and/or a septic tank for wastewater disposal, permits will be required from the Orange County Health Department at 800 N. Mercy Drive, Suite 1, Orlando. They are issued by their Division of Environmental Health and are required by the Division of Building Safety prior to the issuance of a building permit.

Environmental Protection Division (EPD)

If the Environmental Protection Division confirms that there are wetlands on or adjacent to the subject property, or if the property lies within the Econlockhatchee River or Wekiva River Protection Areas, additional permits from EPD may be required prior to construction, including land clearing. Additionally, the location of a septic system or potable water drinking well may be affected by the presence of wetlands on or near the property. The Environmental Protection Division is located at 800 N. Mercy Drive, Suite 4, Orlando.

Division of Building Safety

The final review is by the Division of Building Safety. When all required information and permits described above are complete, the Division of Building Safety reviews the plans (or in the case of mobile homes- the manufacturer's tie-down information) for Code compliance.

Note: the minimum requirements for building plans, fee schedules, and the procedures for inspections are available as separate handouts at the Division of Building Safety or online at www.ocfl.net/building.

The following construction permits may be required: Building, Gas, Electrical, Plumbing, Roofing and Mechanical (heating, air conditioning, refrigeration, ventilation). In addition, swimming pools, fences, roofs and accessory buildings require separate permits.

Division of Building Safety Chief Inspectors are available from 7:00 a.m. until 3:30 p.m. weekdays. Telephone numbers for the Chief Inspectors are:

- Chief Building Inspector 407-836-5556
- Chief Mechanical Inspector 407-836-5557
- Chief Electrical Inspector 407-836-5558
- Chief Plumbing Inspector 407-836-5559

Inspections and re-inspections can be scheduled a day or more in advance and may be requested over a touch-tone telephone at 407-836-2825 between 6 a.m. and 7 p.m. If a touch-tone telephone is not available, you may call 407-836-5550, option 2, between 7:30 a.m. and 5:30 p.m. weekdays.

If inspections are rejected, the inspector will leave a Correction Notice at the construction site stating the reason for the rejection. There is a re-inspection fee of \$37 for rejected inspections. Inspection records must be visible at the construction site. Permits and approved plans must be available on the site for the inspector's reference.

Payment of impact fees can be made at the time the permit is issued; some impact fees may be deferred until time of Pre-Power or Certificate of Occupancy. Payment can be made to the Division of Building Safety or the Division of Fiscal & Administrative Services. Impact fee schedules are available at the Orange County Administration Center as well as by fax or online at www.ocfl.net/impactfees.