



ORANGE COUNTY
DIVISION OF BUILDING SAFETY
PLANS COORDINATION

PROJECT DOCUMENTATION/ROUTE SHEET

DATE: \_\_\_\_\_ PERMIT NUMBER(S): \_\_\_\_\_

INSTRUCTIONS: MAKE SURE ALL APPLICABLE CHECKBOXES ARE MARKED BELOW.
Permit Analyst will acknowledge the documentation is received for the above listed permit number(s).
Customers please sign acknowledging the documentation checked off is submitted.

Copies of this document must be attached as follows:
Layer # \_\_\_\_\_
Reviewer: \_\_\_\_\_

- One (1) shall be attached as cover sheet with each layer
One (1) shall be given to the customer.

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Date: \_\_\_\_\_
ROUTE SECTION
Project name: \_\_\_\_\_
Coordinating Company: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_
Contact Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Division of Building Safety Use Only: [ ] New Construction [ ] Alterations [ ] Site Work Only

1. # \_\_\_\_\_ plans routed to: [ ] Zoning [ ] Engineering [ ] Fire [ ] PUD [ ] EPD [ ] Arch [ ] Health [ ] CPR

Plans: [ ] Rolled [ ] In Folder Comments: \_\_\_\_\_ By: \_\_\_\_\_

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Table with 3 columns: APPLICATOR, Customer Submittal Documentation, Documents Verified/ Scanned. Includes rows for 'Check off verification box', 'Set of plans submitted', 'Application', 'Page two (2)', and 'Notice of Commencement'.

Table with 3 columns: PROJECT DOCUMENTATION, OC Product Approval Cover Sheet, Window/Door/Roofing & Prod Approval, Truss Eng., Threshold Insp. Plan, Energy Calculations, Structural Calculations, Spec Books, Soils Report, Hydraulic Calculations - SPR, Fire Flow Calculations - Hydrants, 61G15-32 for Sprinklers, Site Work Cost Estimate, Drainage/Stormwater Calculations, Exterior Light Fixture Cut Sheets, and Other.

Customer Print Name \_\_\_\_\_ Customer Signature \_\_\_\_\_

Permit Analyst Initials \_\_\_\_\_

Note: If any further information is required, please contact Plans Coordination at (407) 836-5760 or by Email at: PlansCoordination@ocfl.net