



BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

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PERMIT APPLICATION REQUIREMENTS

Permit application must be filled out in its entirety and accurate in order to be accepted by the BCCO

All permit applications must have the following lines filled out:

- (a) Master Permit # (*only necessary if working under a general contractor's permit*)
- (b) Application Date
- (c) Proposed Use (*designated primary use/purpose of the OCPS Site*)
- (d) Permit Type
- (e) Facility Name (*OCPS site name*)
- (f) Facility Address (*OCPS site address*)
- (g) Contractor Name, Phone Number, and Email (*of the business*)
- (h) Contractor Address and Fax Number (*of the business*)
- (i) Contractor Florida State DBPR full License Number and Expiration Date
- (j) Architect Name and Phone Number (*if applicable*)
- (k) Architect Address (*if applicable*)
- (l) Engineer Name and Phone Number (*if applicable*)
- (m) Engineer Address (*if applicable*)
- (n) Options (*if applicable, check one of the boxes as to the type of work to be performed*)
- (o) Check the box certifying that no work or installation has begun prior to a permit being issued
- (p) Contractor License Holder Signature and Date (*must be the license holder/qualifier*)
- (q) Notary must notarize the Contractor License Holder's Signature the same day and the Notary must affix their stamp in allowed space
- (r) OCPS Owner Agent Signature (*required unless a general contractor's master permit number is referenced at the top of the application / Agent must choose Project Type*)
- (s) Value of work (*must include all labor, materials and equipment including owner furnished*)
- (t) Construction Type (*reference Florida Building Code Chapter 6 Section 601*)
- (u) Complete Job Description (*include building and room numbers*)