



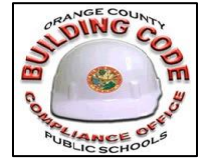
BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

E-mail at BuildingCode@ocps.net – Web at Building Code Compliance Office



MYGOV PERMIT APPLICATION PROCESS WORKFLOW

1. BCCO will register you in MyGov. You will create a login/password using the MyGov Activation Letter.
2. Log in to “MyGov.us” and when at the Home Screen click on “Request Project”

Permits and Inspections

My Projects	0
Requested	0
Payments Due	0
Expiring Projects	0
Holding Projects	0
Delayed	0
Notes to Read	0
Ready to Archive	0
My Reviews	0
In Review	0
Items Required	0
Items Received	0
My Inspections	0
Available	0
Requested - Ready	0
License Required	0
Requested - Pending	0
Partial Pass	0
Failed	0
Failed w/ Penalty	0

- Request Inspection
- Request Project**
- Request a New License / Registration
- Estimate Fees
- Download Forms
- My Account

Licenses / Registrations
License 4

3. Pick “Project Type”:
 - a. “New”: Work at any new or replacement school; or a comprehensive project
 - b. “Addition”: Any addition to an existing system or structure
 - c. “Modification”: Any changes to an existing system or structure
4. “Describe Work”: If the OCPS Owner provides a project number enter it here, then enter brief scope of work details. Click “Next”.

New Project Request

1. Set Project Type 2. Set Location Information 3. Set Sub-Contractors 4. Set Project Information 5. Summary (Submit Application)

Complete the information below. Then, click the “Next” button.

PICK AGENCY Limited to approved agencies. Orange County Public Schools - Building Code Compliance Office	PICK PROJECT TYPE Limited to allowed projects. LOW VOLTAGE PERMIT ADDITION	DESCRIBE WORK Simple explanation of proposed work. (Project# P-8635) Install three 70 volt speakers in hallway
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5. Set "Location Information": Type in only the digits of the project street address, then click "Search".

New Project Request
 LOW VOLTAGE PERMIT ADDITION Orange County Public Schools - Building Code Compliance Office [Contact Information](#)

1. Set Project Type **2. Set Location Information** 3. Set Project Information 4. Summary (Submit Application)

Please find the address where the project is located.

Search for Address

Street No: Street Name: Suite: [Search Address](#)
 (case-insensitive)

[Back](#) [Next](#) [Top of Page](#)

6. When the list of schools appears, click "Expand All" to view the details for each. Be sure to click "Select" next to the appropriate school. You will be directed to the next screen.

New Project Request
 LOW VOLTAGE PERMIT ADDITION Orange County Public Schools - Building Code Compliance Office [Contact Information](#)

1. Set Project Type **2. Set Location Information** 3. Set Project Information 4. Summary (Submit Application)

Please select the correct address or [Search Again](#).

ID #	Address	Owner	Legal
0000194	700 Oak Ridge Rd.	Orange County Public Schools	SELECT

[expand all](#) / [collapse all](#) Page 1

New Project Request
 LOW VOLTAGE PERMIT ADDITION Orange County Public Schools - Building Code Compliance Office [Contact Information](#)

1. Set Project Type **2. Set Location Information** 3. Set Project Information 4. Summary (Submit Application)

Please select the correct address or [Search Again](#).

ID #	Address	Owner	Legal
0000194	700 Oak Ridge Rd.	Orange County Public Schools	SELECT

Address : [●](#)
 Oak Ridge High - 0691
 700 Oak Ridge Rd.
 Orlando, FL 32809

Owners :
 Orange County Public Schools
 445 W Amelia St
 Orlando, FL 32801

Legal :

Custom Fields :
 Parcel ID - 23-23-29-0000-00-116

Tenant :
 Oak Ridge High - 0691



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- 7. "Valuation": Enter total dollar amount for the project, in numbers only (no symbols).
- 8. "Permit Application": Click "Browse" to search for and upload complete, signed, and notarized permit application. No other documentation should be uploaded.

New Project Request

LOW VOLTAGE PERMIT ADDITION Orange County Public Schools - Building Code Compliance Office Contact Information

1. Set Project Type 2. Set Location Information 3. Set Project Information 4. Summary (Submit Application)

Complete the items below. Click "Next" when done.

Complete Information Fields * = required

Valuation * 5000

Set Documents * = required

Certificate of Construction Completion Choose File No file chosen

Permit Application * Choose File PermitApp11.9.21.pdf

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- 9. "Summary": Review submitted information for accuracy. Click "Submit Application".

Summary

LOW VOLTAGE PERMIT ADDITION Orange County Public Schools - Building Code Compliance Office Contact Information

1. Set Project Type 2. Set Location Information 3. Set Report Information 4. Summary (Submit Application)

Check your information below. Click the "Submit Application" button when done.

Address

Oak Ridge High - 0691
700 Oak Ridge Rd.
Orlando, FL 32809

Owners

Orange County Public Schools
445 W Amelia St
Orlando, FL 32801

Property Information

Parcel ID 23-23-29-0000-00-116

Project Information

Valuation 5000

Documents

Certificate of Construction Completion No document selected.

Permit Application [icon] [down arrow]

Description

(Project# P-8635)
Install three 70 volt speakers in hallway

Date and time of this request: 11/09/2021 10:59 am

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- 10. After your Project Request and Permit Application are reviewed and accepted you will be assigned a Permit Number. All related construction drawings may be emailed to BCCOPlans@ocps.net (FHS.FTP@ocps.net if Fire related permits); be sure to reference the Permit Number and School/Site Name in all emails.