



## BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C Orlando,  
Florida 32809

Telephone (407) 317-3700 Fax (407) 317-3950

Email: [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) - Web: [Building Code Compliance Office](http://Building Code Compliance Office)

### MyGov Registration Request

Contractor businesses, not already registered in MyGov, must submit the below items to be registered and have access to apply for new permits with the OCPS Building Code Compliance Office.

**The request for registration must be submitted by the license holder.**

**The below must be submitted via email to [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net)**

1. Contractor Business Information
  - a. Business Name
  - b. Physical Address
  - c. Mailing Address (if different from Physical Address)
  - d. Main Phone Number
  - e. Fax Number
  - f. Cell Phone Number
2. Email Address (*only one allowed*)
  - a. Please note all notifications, notices, and communication will be emailed to this one email address. We suggest creating and providing a shared email address that is accessible to numerous people in the business.
3. Proof of Workers Compensation Insurance (*PDF*)
  - a. Workers Compensation Certificate listing "OCPS Building Code Compliance Office" along with our address (*shown above*) as the Certificate Holder.
4. State of Florida Contractor License (*PDF*)
  - a. Certified or Registered

Once all of the items above are received, the **BCCO** will create a registration in MyGov for the contractor business. An activation letter will then be emailed to the email address provided with instructions on creating a MyGov username and password. Once completed, the contractor will be able to apply for new permits; instructions for these processes are available on our website.

If you have any questions please contact the **BCCO**.