



BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

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

Email: BuildingCode@ocps.net - Web: Building Code Compliance Office

PERMIT APPLICATION ACCEPTANCE PROCEDURES

The following items are required in order for a permit application to be accepted by the BCCO. These items shall be submitted for each and every permit application regardless if the contractor has previously submitted permit applications.

Permit number and school/facility name must be referenced in all emails. Permit number is issued after application is reviewed and accepted in MyGov.

1. Permit Application

All permit applications shall have the following lines filled out:

- (a) Master Permit # if applicable
- (b) Application Date
- (c) Proposed Occupancy
- (d) Facility Name
- (e) Facility Address
- (f) Contractor Name and Phone Number
- (g) Contractor Address
- (h) Contractor's Florida Certification Number or Registration Number (State registration requires a copy of their Orange County Competency Card)
- (i) Architects and/or Engineer's Name, Phone Number and Address if drawings are signed and sealed by a design professional
- (j) Check one of the boxes as to type of work to be performed
- (k) Check the box certifying that no work or installation has begun prior to the permit being issued
- (l) Contractor License Holder (qualifier) signature and date
- (m) Contractor License Holder (qualifier) signature must be notarized and dated
- (n) OCPS Owner Agent Box must be signed unless a master permit number is referenced on the application
- (o) Value of work (must include all labor, materials and equipment including owner furnished)
- (p) Construction Type and Complete Job Description

2. Proof of Workers Compensation Insurance:

Worker's Compensation Certificate showing Orange County Public Schools as the Certificate Holder.
Required only if the current is expired in MyGov. Email to buildingcode@ocps.net

3. Copy of State of Florida Contractor License, Certified or Registered

Certified or Registered. Required only if the current is expired in MyGov. Email to buildingcode@ocps.net

4. A safety plan detailing how construction will be separated from students and staff on occupied and active schools. Email to bccoplans@ocps.net

5. A minimum of two (2) sets of drawings or sketches detailing work to be performed along with a minimum of two (2) site locations plans (One set shall be electronic and submitted electronically to BCCO). If drawings are part of the master set submitted by the General Contractor, show the General Contractor's permit number on Master Permit line. The drawings or sketches and the site location plans shall be sent to bccoplans@ocps.net

6. Energy Calculations, as required, 3 sets signed and sealed by the Designer plus one electronic set

7. BCCO Office Hours are Monday through Friday from 7:00am to 4:00pm