



**These procedures apply  
to the following:**

Permits for Commercial,  
Institutional, Industrial,  
Professional and Multi-Family  
(three or more dwelling  
units on a single parcel)  
structures, including additions  
and alterations to these uses.



**Departments located at:**

**Orange County Administration Center**  
201 S.Rosalind Avenue, Orlando

**Division of Building Safety, 1st. Floor**  
407-836-5550

**Fiscal & Admin. Services Division, 2nd. Floor**  
407-836-5617

**Planning Division, 2nd. Floor**  
407-836-5600

**Zoning Division, 1st. Floor**  
407-836-3111

**Development Engineering Division**  
4200 S. John Young Parkway  
407-836-7900

**Environmental Protection Division**  
800 Mercy Drive  
407-836-1400

**Office of the Fire Marshal**  
109 E. Church Street, Lower Level  
407-836-0004

**Orange County Health Department**  
**Division of Environmental Health**  
800 N. Mercy Drive  
407-521-2630

**Utilities Department**  
9150 Curry Ford Road  
407-254-9900

Rev 10/07



Orange County,  
Florida

Permitting Process  
for  
**Commercial,  
Industrial &  
Multi-Family  
Construction**



Prior to beginning the permitting process, the applicant should review the checklists below, and the handouts located in the Division of Building Safety, to have necessary information available when plans are submitted. Additional information may be required.

### SUFFICIENCY REVIEW CHECKLIST

- ☐ 1. The Plans Coordination Section furnishes applicants with a complete set of paperwork for construction plan submittal: application, checklist, routing sheet, etc. (Also available at [www.ocfl.net/building](http://www.ocfl.net/building)). Corrections or revisions are to be submitted through Plans Coordination.
- ☐ 2. For processing, nine (9) sets of civil drawings (site plans) and nine (9) complete sets of architectural and structural plans are required for new construction. Six (6) sets of architectural and structural plans are required for alterations.
  - **NOTE:** One (1) additional copy of the site plan must be submitted to the Zoning Division after approval for the following types of projects: Mobile Home Parks, Shopping Centers, Apartment Complexes, or Campgrounds. This copy is necessary for addressing and will be retained in the files of the Zoning Division for use in future permitting.
- ☐ 3. All site plans must be signed, sealed and dated by a Florida Registered Engineer/Architect (61G15-23.002 F.A.C.).
- ☐ 4. All architectural plans must be signed, sealed and dated by the designing Florida Registered Architect (61G1-16.003 F.A.C.).
- ☐ 5. Cost estimates for site work and buildings are required with the submission of plans.
- ☐ 6. A nonrefundable plan submittal fee is to be paid when plans are submitted.
  - **NOTE:** Once plans have been released for permitting by all departments, the applicant has six (6) months in which to obtain a permit. After this time, plans will be considered abandoned, and will be discarded.

### SITE PLAN CHECKLIST

Applicant should review this checklist and have all necessary information available when the site plan is submitted.

1. Project Name - date, scale, north arrow, revision dates on plans.
2. Location Map - a map which clearly shows the location of the property with respect to existing roads and landmarks.
3. Name, address and telephone number of developer and engineer/architect
4. Legal description of parcel (Section, Township, Range)
5. General Notes:
  - Existing and proposed use
  - Gross acreage
  - Net acreage
  - Number of dwelling units and number of bedrooms
  - Minimum living area and gross density/gross square footage of commercial or industrial development
  - Net square footage of retail areas or seating capacity
  - Percentage of open space
  - Building height
  - Number of employees
6. Zoning and current use of subject property and abutting property
7. Complete landscape plan, including irrigation (existing and proposed)
8. Parking space calculations (size and location, including disabled)
9. Boundary of property shown by a heavy line
10. Access to the project by means of paved dedicated right-of-way (driveway width)
11. Topographic survey for existing and proposed conditions (one foot contours based on Orange County data)
12. Existing and proposed structures (including setbacks from all property lines, normal high water elevation and building separations)
13. Complete architectural elevations of all proposed structures
14. Complete exterior lighting plan, including fixture schedule and fixture cutsheets
15. All existing and proposed utilities (including inverts of pipes, etc.)

16. Location of all easements
17. Proposed location of well, if applicable
18. Fire protection, existing and proposed, that meet State and Local requirements (contact Office of the Fire Marshal)
19. Proposed size and location of septic tank and drainfield
20. Stormwater management plan (including soils report and drainage calculations)
21. Percent of area within flood hazard zone
22. Tree survey and existing wetland vegetation
23. Conservation areas consistent with the County Comprehensive Plan

### FEE SCHEDULES

Fee schedules are available in the Division of Building Safety located on the first floor of the Orange County Administration Center at 201 S. Rosalind Avenue, Orlando, or online at [www.ocfl.net/building](http://www.ocfl.net/building).

A plan submittal fee must be paid when plans are submitted. Applicants will be notified of all departmental comments prior to permit issuance. Comments may be viewed online at [www.ocfl.net/building](http://www.ocfl.net/building). When the permit is issued, the applicant pays for the building permit fee, impact fees for fire, law, roads, schools, and parks, and all other applicable fees.

Types of fees required by the Public Works Development Engineering Division and collected by the Building Safety Division are for commercial construction permits (which include paving, curbs, base, drainage facilities, and sidewalks onsite and offsite). The Development Engineering Division collects fees and issues permits for right-of-way utilization, underground utilities, excavation and fill, and floodplain.

Other types of fees may be charged by the Public Utilities Department when connecting to the Orange County water and wastewater system(s).

