



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type:

**COMMERCIAL/ADDITION
 COMM/CADD (census class 437)**

Permit Number:

P _____

Description of Permit Use: This permit is issued to construct an Addition to a Commercial Building.

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Address Notification Form from Public Safety/911 Addressing (if applicable)
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department)
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.
- 1 set of Construction plans/ drawings. Signed and sealed. (Must include 1 set of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)

Required Inspections & Description:

- Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000
- Inspection 1 (Alt. for mono slab) Underground Plumbing and or Electric - All under slab water and drainage piping installed and under required tests. All under slab electrical conduit roughed in (Separate Plumbing and or Electric Activity Permit and inspection requests required).
- Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011
- Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020
- Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025
- Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026
- Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385
- Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing

<ul style="list-style-type: none"> <input type="checkbox"/> Energy Calculations 1 set + 1 cover page (if applicable) <input type="checkbox"/> 1 Engineered Truss Plan signed and sealed (if applicable) 	<p>installed. Inspection Code 1390</p> <ul style="list-style-type: none"> • Inspection 8: Framing - Roof and exterior completed and dried in, all walls complete, interior and exterior. All trade's rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Building completed and ready for occupancy. All associated trade permits completed with final inspections and pre-power on building (if applicable). Inspection code 1080 <p>**May require a parking inspection of the site for certain uses; not limited to eating establishments and bars.</p>
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Work Flow : Once this permit is initialized it will be routed to Building, Zoning, Engineering, Environmental, if on septic needs to be routed to Health Department

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Engineering	
Environmental	
Health	

Additional Information:

- **Sub-contractors will apply for their own permits when project is issued, sub permits will be attached to main project number.**
- Plan check fee is due at time of submittal
- Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department.
- If final approved Engineering Improvement Plans (EIP) is submitted with the building permit, request to **highlight the area of the addition** and have all stamps from all applicable review staff on the plans, then there is no need for zoning review.
- Separate Activity Permits are required to be issued for any Plumbing, Electrical or Mechanical work associated with this type of permit.
- Not all Inspection Types may apply to all jobs.
- Some Inspection Types are allowed to be out of the prescribed numerical order.
- Not every inspection variable could be listed here; if you have any questions, call the

Building Inspection Office prior to continuing construction.

- Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required.

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You can obtain specific permit information by going to www.velocityhall.com. Once you select the state and County, the system allows you to search by Permit Number, Address, Parcel Number or Contractor License Number.

If you know your permit number and wish to self-serve you can do so by using the automated email server. Simply send an email to permits@osceola.org with SEND ALL FOR ###-##### (###=permit number) in the subject line, click send and the automated email server will send you back the latest information on your permit.

*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400

Kissimmee, FL. 34741

407-742-0200

Permit Type:

COMMERCIAL/ALTERATION Interior/Exterior
COMM/CALT (census- refer to Census Bureau Sheets)

Permit Number:

P _____

Description of Permit Use: This permit is issued for a tenant space to be altered. ALTERATION - if space was previously occupied.

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Address Notification Form from Public Safety/911 Addressing (if applicable)
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department)
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.
- 1 set of Construction plans/ drawings. Signed and sealed. (Must include 1 set of FBC compliance data for windows, exterior doors, garage doors, skylights)

Required Inspections & Description:

- Inspection 1: Framing – Any new structural or framing components completed as permitted. All other trade permit's rough-ins approved. Ready for drywall. Inspection Code 1030
- Inspection 2: Insulation – Mostly not applicable for these types of permits; usually approved with building shell permit. Inspection Code 1050
- Inspection 3: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055
- Inspection 4: Building Final – All improvements completed and all other trade permits with Final Inspection approved. Inspection Code 1080

** May require a parking inspection of the site for certain uses; not limited to eating establishments and bars.

<p>and roofing materials (any materials that require Florida product approval.)</p> <p><input type="checkbox"/> Energy Calculations 1 set + 1 cover page (if applicable)</p> <p><input type="checkbox"/> Floor Plans 1 copy of existing with proposed changes</p> <p><input type="checkbox"/> Copy of Fully Executed Lease Agreement and /or Letter of Authorization from Owner of property</p>	
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WorkFlow: Once this permit is initialized it will be routed to Building, Electrical, Mechanical, Plumbing, Engineering, Zoning, Impact fee specialist, 911 addressing, Fire

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Electric	
Mechanical	
Plumbing	
Zoning	Code Compliant
911 addressing	
Impact fee specialist	
Health Department	
Fire	

<p>Additional Information:</p> <ul style="list-style-type: none"> • Separate Activity Permits are required to be issued for any Plumbing, Electrical or Mechanical work associated with this type permit. • Sub-contractors will apply for their own permits when project is issued, sub permits will be attached to main project number. • If permitting a food establishment, then one (1) set of sealed drawings will be required to be approved and stamped by the DBPR Department of Business Professional Regulation. • If it is a health care facility the plans will need to be approved and stamped by Agency for Health Care Administration. • The customer will be required to pay a Plan Review fee at the time of submittal
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Permit Type : COMMERCIAL/BILLBOARDS COMM/SIGN (census-N/A)		Permit Number: P_____	
Description of Permit Use: This permit is issued to construct or erect a Commercial Sign or Billboard. (Freestanding or attached to a structure)			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Letter of Authorization (a notarized letter of authorization from the owner is required giving the applicant permission to obtain the permit on the property.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Location of the proposed billboard and setback distances of the billboard from the property lines. <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway(s) <input type="checkbox"/> Show existing signs and distance of billboard from any existing signs <input type="checkbox"/> Distance of billboard from residential property <input type="checkbox"/> Distance of billboard from any other billboard on the same side of the road <input type="checkbox"/> Sign elevation plan that clearly calls out all sign structure dimensions including: sign height; sign ground clearance and cabinet or face dimensions. 		<ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. (For signs not attached to a building) Inspection Code 1000 • Inspection 2: Building Final – Sign completed as permitted. (For all types of signs) Inspection Code 1080 <p>**Per Section 15.5(E) of the Land Development Code: An on-site inspection shall be made prior to approval of a sign application</p> <p>**Provide (CU)Conditional Use number</p>	

<input type="checkbox"/> 1 set of Design & Installation Drawings	
<p>Workflow: Once this permit is initialized it will be routed to Building for review of drawings (If there is electric on the sign, it will require Electrical Plan Review and a separate Electrical Permit). Zoning, Engineering for review of site plan. Zoning will require a copy of sign elevation.</p> <p>**Once this permit is routed to Zoning for review, due to the fact that a site inspection may be required as per Section 15.5 of the Land Development Code, it may take up to three (3) business days for a Zoning response to the application.</p>	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Electric	
Environmental	
Additional Information:	
<ul style="list-style-type: none"> • Initializing this permit type would mean that a Conditional Use has been approved for the billboard. Please provide the (CU) Conditional Use number on the application. • A separate Electrical Activity Permit is required for lighting associated with the sign. • A Plan Review Fee will be charged at time of submittal. 	

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Permit Type: COMMERCIAL/BOARDWALK COMM/COth(census 329)		Permit Number: P _____	
Description of Permit Use: This permit is issued to construct a Commercial Boardwalk.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans / drawings. Signed and sealed.		Inspection 1: Building Final – Boardwalk completed as permitted. Inspection Code 1080	
Work Flow: Once this permit is initialized it will be routed to Building, Engineering, Environmental and Zoning			
Approvals:		Approval Criteria:(Requirements for Dept. Approval)	
Building		Code compliant	
Engineering			

Environmental	
Zoning	Code compliant
Additional Information: -The customer will be required to pay a Plan Review fee at the time of submittal.	

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Permit Type : COMMERCIAL/CANOPIES-AWNINGS COMM/STRUCT (census N/A)		Permit Number: P _____
Description of Permit Use: This permit is issued to construct or install a new Commercial Canopy or Awning (for structure, not signage-which requires separate permitting).		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse – Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings or structures (measured from property lines) <input type="checkbox"/> Detailed Elevation Plan (canopy/awning elevation plans that clearly show all dimensions). <input type="checkbox"/> Plans that show mounting detail of canopy/awning. <input type="checkbox"/> If canopy/awning is placed with ground supports, then setback from the supports to the property lines must be shown. <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway 		Inspection 1: Building Final – Awning completed as permitted. Inspection Code 1080 ** May require a site inspection by the Zoning Department

<input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed.	
Work Flow : Once this permit is initialized it will be routed to Building, Engineering, Environmental and Zoning	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Engineering Environmental	
Zoning	Code compliant
Additional Information: -If final approved Engineering Improvement Plans are submitted with the building permit, request to highlight the area of the canopy/awning and have all stamps from all applicable review staff on the plans, then there is no need for zoning review. -The customer will be required to pay a Plan Review fee at the time of submittal.	

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 Kissimmee, FL. 34741
 407-742-0200

Permit Type : COMMERCIAL/CARPORTS COMM/STRUCT (census 437)		Permit Number: P _____
Description of Permit Use: This permit is issued to construct or install a new Commercial Carport		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings or structures (measured from property lines) <input type="checkbox"/> Detailed Elevation Plan Setback from the supports to the property lines must be shown. <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed.		<ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (Alt. for mono slab) Underground Plumbing or Electric - All under slab water and drainage piping installed and under required tests. All under slab electrical conduit roughed in (Separate Plumbing and or Electric Activity Permit and inspection requests required). • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 5: Exterior Wall Dry-in/Flashing – All doors and

	<p>windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026</p> <ul style="list-style-type: none"> • Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385 • Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed. Inspection Code 1390 • Inspection 8: Framing - Roof and exterior completed and dried in, all walls complete, interior and exterior. All trade’s rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Building completed and ready for occupancy. All associated trade permits completed with final inspections and pre-power on building (if applicable). Inspection code 1080 <p>** May require a site inspection by the Zoning Department</p>
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Work Flow : Once this permit is initialized it will be routed to Building Engineering, Environmental, Zoning, and Fire

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building Fire	Code compliant
Engineering Environmental	
Zoning	Code compliant

Additional Information:

If final approved Engineering Improvement Plans are submitted with the building permit, request to **highlight the area of the accessory structure** and have all stamps from all applicable review staff on the plans, then there is no need for zoning review.

- The customer will be required to pay a Plan Review fee at the time of submittal.
- Separate Activity Permits are required to be issued for any Plumbing, Electrical or Mechanical work associated with this type permit.
- Not all Inspection Types listed may apply to all jobs.
- Some inspection types are allowed to be out of the prescribed numerical order.
- Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction.
- Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required.

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1 Courthouse Square, Suite 1400

Kissimmee, FL. 34741

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Permit Type: COMMERCIAL/COMMUNICATION TOWER COMM/COTH (census – 329)		Permit Number: P _____	
Description of Permit Use: This permit is issued to construct or erect a Communication Tower.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder		<ul style="list-style-type: none">• Inspection 1: Foundation - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000• Inspection 2: Building Final – Tower completed and operational.	
<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)			
<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)			
<input type="checkbox"/> Complete Site Plan showing the following:			
<input type="checkbox"/> Full legal description			
<input type="checkbox"/> Lot dimensions and lot #			
<input type="checkbox"/> Street or road location and name in its proper location			
<input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines)			
<input type="checkbox"/> Location, length, and width of all recorded easements (if any)			
<input type="checkbox"/> Location of proposed and/or existing driveway			
<input type="checkbox"/> Show tower size, location of any existing structures, dimensions along appropriate sides, use, and description of all buildings on the property.			
<input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed.			
**Tower elevation plan that clearly shows overall height of the tower and dual mode lighting placement			
<input type="checkbox"/> A copy of the CU or CDP approval for the communication tower			
<input type="checkbox"/> A copy of the lease agreement and/or notarized letter from the property owner			

Workflow: Once this permit is initialized, it will be routed to Zoning, Engineering, and Environmental for approval of Site Plan. Route to Building for approval of construction drawings and Electrical approval	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Engineering	
Electric	
Environmental	
Additional Information:	
-The customer will be required to pay a Plan Review fee at the time of submittal.	
-Initializing this permit type would mean that a Conditional Use has been approved for the Communication Tower. Will require a copy of the CU or CDP approval.	
<ul style="list-style-type: none"> • Separate Building Permits required for any other buildings needed for the tower. • Separate trade permits are required to be issued for any Plumbing, Electrical, or Mechanical work associated with this type permit. • Not all Inspection Types listed may apply to all jobs. • Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction. 	

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Permit Type : COMMERCIAL/CONDOS COMM/MNEW (census 104 with 3-4 units, census 105 with 5 units or more)		Permit Number: P _____	
Description of Permit Use: This permit is issued for the construction of a new Condominium apartment Building.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Utility Affidavit <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 Construction plans/ drawings. Signed and sealed. (Must include 1 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product		<ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (Alt. for mono slab) Underground Plumbing or Electric - All under slab water and drainage piping installed and under required tests. All under slab electrical conduit roughed in (Separate Plumbing and or Electric Activity Permit and inspection requests required). • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. 	

<p>approval.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energy Calculations 1 sets + 1 cover page (if applicable) <input type="checkbox"/> 1 Engineered Truss Plans signed and sealed (if applicable) 	<p>Any end wall flashing installed and vapor barrier attached. Inspection Code 1026</p> <ul style="list-style-type: none"> • Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385 • Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed. Inspection Code 1390 • Inspection 8: Framing - Roof and exterior completed and dried in, all walls complete, interior and exterior. All trade’s rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Building completed and ready for occupancy. All associated trade permits completed with final inspections and pre-power on building (if applicable). Inspection code 1080
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Work Flow : Once this permit is initialized it will be routed to Building Electrical, Mechanical, Plumbing for review of drawings. Zoning, Engineering, Environmental for review of site plan. 911 addressing, Impact fee specialist, Fire.

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Electric	
Environmental	
Mechanical	
Plumbing	
911 addressing	

Impact fee specialist	
Fire	
<p>Additional Information:</p> <ul style="list-style-type: none"> • There must be an EIP # before submittal, write number on application. • Put a Y in radon and #1 in building in first screen of permits plus. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • The customer will be required to pay a Plan Review fee at the time of submittal. • Separate trade permits are required to be issued for any Plumbing, Electrical, or Mechanical work associated with this type permit. • Not all Inspection Types listed may apply to all jobs. • Some inspection types are allowed to be out of the prescribed numerical order. • Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction. • Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required. 	

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
Kissimmee, FL. 34741
407-742-0200

Permit Type : COMMERCIAL/CONSTRUCTION TRAILER COMM/CT (census N/A)		PERMIT NUMBER: P _____
Description of Permit Use: This permit is issued to set a jobsite Construction Trailer, accessed by Construction Personnel only.		
Required Documents:	Required Inspections & Description:	
<ul style="list-style-type: none"><input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or<input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department)<input type="checkbox"/> Utility Affidavit<input type="checkbox"/> Complete Site Plan showing the following:<ul style="list-style-type: none"><input type="checkbox"/> Full legal description<input type="checkbox"/> Lot dimensions and lot #<input type="checkbox"/> Street or road location and name in its proper location<input type="checkbox"/> Setback distances of all existing and proposed buildings measured from property lines and description of structures and dimensions along their appropriate sides<input type="checkbox"/> Location, length, and width of all recorded easements (if any)<input type="checkbox"/> Location of proposed and/or existing driveway<input type="checkbox"/> 1 Floor Plan<ul style="list-style-type: none"><input type="checkbox"/> 1 set of plans showing the structure, to include method of installation and tie-downs.	<ul style="list-style-type: none">• Inspection 1: Building Final – Construction Trailer set, blocked, and tied down. All utilities including sewer, water, electric service and mechanical equipment installed and approved. Inspection Code 1080	
Work Flow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, Environmental, 911 addressing, Health (if applicable) for review.		
Approvals:	Approval Criteria:(Requirements for Dept. Approval)	

Building	Code Compliant
Environmental	
911 Addressing	
Health Dept.	
Engineering	
Zoning	
Additional Information: <ul style="list-style-type: none"> • Need to know if it is on holding tank or porta-let, if on porta-let, need to know the Servicing agency. • Electrician will need to be listed on permit application • Separate Plumbing Activity Permit required for any plumbing connections. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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Phone Number: 407-742-0200*

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: COMMERCIAL/DUMPSTER ENCLOSURE COMM/ENCLO(census- N/A)		Permit Number: P _____	
Description of Permit Use: This permit is to construct a Dumpster Enclosure.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed. **Dumpster detail that shows enclosure elevation and that calls out colors, and materials used for dumpsters.		<ul style="list-style-type: none"> • Inspection 1: Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 2: Slab or Slab on Grade - Slab graded and compacted with reinforcing wire or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Building Final – Enclosure completed as permitted. Inspection Code 1080 	
Work Flow: Once this permit is initialized it will be routed to Building, Fire for review of drawings. Zoning, Engineering and Environmental.			
Approvals:		Approval Criteria:(Requirements for Dept. Approval)	
Building Fire		Code compliant	
Zoning		Code compliant	
Engineering			

Environmental	
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Additional Information:

- Building Plan Review often overlooks water and drainage details on these that can cause inspection issues during construction. Sanitary or storm drainage off of these structures may be considered as deleterious waste because of trash issues. Route to Plumbing Plan Review if not sure.
- If final approved Engineering Improvement Plans (EIP) are submitted with the building permit, request to highlight the area of the dumpster enclosure and have all stamps from all applicable review staff on the plans, then there is no need for Zoning review.
- A Plan Review Fee is required at the time of submittal.

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If you know your permit number and wish to self-serve you can do so by using the automated email server. Simply send an email to permits@osceola.org with SEND ALL FOR ###-##### (###=permit number) in the subject line, click send and the automated email server will send you back the latest information on your permit.

*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type : COMMERCIAL/ENTRY GATE COMM/GATES (census- N/A)		Permit Number: P _____
Description of Permit Use: This permit is issued to install or construct an automatic entry gate.		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed.		<ul style="list-style-type: none"> • Inspection 1: Building Final - Entry Gate completed and operational as permitted. Inspection Code 1080
Work Flow: Once this permit is initialized it will be routed to Building, Fire for review of drawings. Zoning, Engineering and Environmental.		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Building Fire		Code compliant
Zoning		Code compliant
Engineering Environmental		

Additional Information:

- A separate Electrical permit may be required.
- A Plan Review Fee is required at the time of submittal.
- If there is a CU, CDP or an EIP Number for the project, please list on application

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: COMMERCIAL/FENCE COMM/FENCE (census- N/A)		Permit Number: P _____
Description of Permit Use: This permit is to construct a new Fence.		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Location of proposed fence <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property (if any) <input type="checkbox"/> Total linear feet of the fence <input type="checkbox"/> Fence elevation plan that clearly shows overall height and design of fence. 		<ul style="list-style-type: none"> • Inspection 1: Building Final – Fence completed as permitted. Inspection Code 1080
Work Flow: Once this permit is initialized it will be routed to Building, Fire, Engineering, Zoning and Environmental. (If fence has electric then electric will require review)		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Building		Code compliant
Fire		
Electric (if adding electric)		
Engineering		
Zoning		
Environmental		
Fire (if adding any gates)		

Additional Information:

- The customer will be required to pay a Plan Review fee at the time of submittal.
- If there is a CU, CDP or an EIP for the project, list the number on the application.

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
Kissimmee, FL. 34741
407-742-0200

Permit Type : COMMERCIAL/FREE-STANDING SIGNS COMM/SIGN (census N/A)		Permit Number: P_____
Description of Permit Use: This Permit is issued to construct or erect a Free Standing Sign. (advertisement)		
Required Documents:	Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder	<ul style="list-style-type: none">• Inspection 1: Foundation - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000• Inspection 2: Building Final – Sign completed and operational. Electrical Final Inspections approved (if needed). Inspection Code 1080 **Per Section 15.5(E) of the LDC: An on-site inspection shall be made prior to approval of a sign application.	
<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)		
<input type="checkbox"/> Letter of Authorization (a notarized letter of authorization from the owner is required giving the applicant permission to obtain the permit on the property.)		
<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 (record and certify @ Courthouse-Recording Department)		
<input type="checkbox"/> Complete Site Plan showing the following:		
<input type="checkbox"/> Full legal description		
<input type="checkbox"/> Lot Dimensions and Lot No#		
<input type="checkbox"/> Street or road location and name in its proper location		
<input type="checkbox"/> Location of existing /proposed sign on the Development site		
<input type="checkbox"/> Location, length and width of all recorded easements (if any)		
<input type="checkbox"/> Location of proposed and/or existing driveway(s)		
<input type="checkbox"/> Call out the setback distance of the sign from the property lines. (If property is on Irlo Bronson Memorial Hwy, then setback distance shall be called out from the right-of-way line of Irlo Bronson Memorial Hwy)		
<input type="checkbox"/> Sign elevation plan that clearly calls out all sign structure dimensions, including sign height, sign ground clearance and cabinet or face dimensions.		
<input type="checkbox"/> A rendering of the proposed sign that shows		

how sign will look and what advertisement will be on it when placed. <input type="checkbox"/> 1 set of Design & Installation Drawings	
<p>Work Flow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, Environmental, *Electrical review. *Should there be electrical, electrical drawings need to be submitted at this time. Due to the fact that a site inspection may be required as per Section 15.5 of the Land Development Code it may take up to three (3) business days for a Zoning response to the application.</p>	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Engineering	
Environmental	
<p>Additional Information:</p> <ul style="list-style-type: none"> • Initializing this permit type would also mean that another permit type(s) should have already been initialized as they would need a Tenant Occupancy or build-out permit prior to being eligible for a sign. • Separate activity permit required to be issued for Electrical work associated with this type permit. • Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required. 	

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: COMMERCIAL/IRRIGATION COMM/COTH (census- N/A)		Permit Number: P_____
Description of Permit Use: This permit is issued to install a new commercial landscape irrigation system.		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement, if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <p>***Indicate on application # of heads and type of water service being used (potable, reclaimed or well)</p>		Required Inspections & Description: <ul style="list-style-type: none"> • Inspection 1: Building Final – Irrigation system is completed and fully operational. Any rain sensors, timers, pumps or related equipment are installed as permitted. No open ditch inspections required. Inspection Code 1080
Work Flow: Once this permit is initialized it will be routed to Building, Engineering, Environmental, Plumbing, ***Health Dept (if on well water)		
Approvals:		Approval Criteria: (Requirements for Dept. Approval)
Building		Code compliant
Engineering		

Plumbing	Code compliant
Additional Information: <ul style="list-style-type: none"> • The customer will be required to pay a Plan Review fee at the time of submittal. • Waive Zoning and Fire fee • Separate Electrical permit required for meter(s). 	

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Phone Number: 407-742-0200*

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

<p>Permit Type COMMERCIAL/NEW MULTI-FAMILY BUILDING COMM/MNEW (census 104 with 3-4 units/ census 105 with 5 units or more)</p>		<p>Permit Number P _____</p>	
<p>Description of Permit Use: This permit is issued to construct a new multi-family building (more than three (3) living units)</p>			
<p>Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement, if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department) <input type="checkbox"/> Utility Affidavit <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed. (Must include 1 set of 		<p>Required Inspections & Description:</p> <ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (Alt. for mono slab) Underground Plumbing or Electric - All under slab water and drainage piping installed and under required tests. All under slab electrical conduit roughed in (Separate Plumbing and or Electric Activity Permits and inspection requests required). • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented and reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026 • Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed 	

<p>FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energy Calculations 1 set + 1 cover page (if applicable) <input type="checkbox"/> 1 Engineered Truss Plans signed and sealed (if applicable) 	<p>off per plans. Inspection Code 1385</p> <ul style="list-style-type: none"> • Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed. Inspection Code 1390 • Inspection 8: Framing - Roof and exterior completed and dried in, all walls complete, interior and exterior. All trade’s rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Building completed and ready for occupancy. All associated trade permits completed with final inspections and pre-power on building (if applicable). Inspection code 1080
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Workflow: Once this permit is initialized it will be routed to Building Electrical, Mechanical, Plumbing for review of drawings. Zoning, Engineering, Environmental for review of site plan. 911 addressing, Impact fee specialist, Fire.

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Electric	
Environmental	
Mechanical	
Plumbing	
911 addressing	
Impact fee specialist	
Fire	

Additional Information:

- **There must be an EIP # before submittal.**
- If final approved Engineering Improvement Plans are submitted with the building permit, request to **highlight the area of the multi-family building** and have all stamps from applicable review staff on the plans, then there is NO need for zoning review.
- Put a Y in radon and #1 in building in first screen of permits plus.
- The customer will be required to pay a Plan Review fee at the time of submittal.

- Separate trade permits are required to be issued for any Plumbing, Electrical, or Mechanical work associated with this type permit.
- Not all Inspection Types listed may apply to all jobs.
- Some inspection types are allowed to be out of the prescribed numerical order.
- Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction.
- Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required.

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You can obtain specific permit information by going to www.velocityhall.com. Once you select the state and County, the system allows you to search by Permit Number, Address, or Parcel Number or Contractor License Number.

If you know your permit number and wish to self-serve you can do so by using the automated email server. Simply send an email to permits@osceola.org with SEND ALL FOR ###-##### (###=permit number) in the subject line, click send and the automated email server will send you back the latest information on your permit.

***For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200***

****You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for***

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type COMMERCIAL/NEW BUILDING COMM/CNEW (census- reference census class sheet)		PERMIT NUMBER P _____	
Description of Permit Use: This permit is issued to construct a new commercial building.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse – Recording Department) <input type="checkbox"/> Utility Affidavit <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed. (Must include 1 set of FBC compliance data for windows,		<ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (Alt. for mono slab) Underground Plumbing or Electric - All under slab water and drainage piping installed and under required tests. All under slab electrical conduit roughed in (Separate Plumbing and or Electric Activity Permit and inspection requests required). • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented and reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026 • Inspection 6: Roof Sheathing – All roof sheathing panels attached and 	

<p>exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energy Calculations 1 set + 1 cover page (if applicable) <input type="checkbox"/> 1 Engineered Truss Plans signed and sealed (if applicable) 	<p>nailed off per plans. Inspection Code 1385</p> <ul style="list-style-type: none"> • Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed. Inspection Code 1390 • Inspection 8: Framing - Roof and exterior completed and dried in, all walls complete, interior and exterior. All trade’s rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Building completed and ready for occupancy. All associated trade permits completed with final inspections and pre-power on building (if applicable). Inspection code 1080
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WorkFlow: Once this permit is initialized it will be routed to Building, Electrical, Mechanical, Plumbing, Engineering, Zoning, Environmental, Impact fee specialist, 911 addressing, Fire and Health Dept(if applicable)

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Electric	
Mechanical	
Plumbing	
Engineering	
Zoning	Code compliant
911 addressing	
Impact fee specialist	
Fire	
Environmental Health Dept	

Additional Information:

- Sub-contractors will apply for their own permits when project is issued, sub permits will be attached to main project number.
- If permitting a food establishment then one set of sealed drawings will be required to be approved and stamped by the DBPR Department of business professional regulation.

- If it is a health care facility the plans will need to be stamped by Agency for Health Care Administration.
- The customer will be required to pay a Plan Review fee at the time of submittal.
- Should there be a CDP, CU or an EIP Number, please put on application.
- If final approved Engineering Improvement Plans are submitted with the building permit, request to **highlight the area of the principal building** and have all stamps from all applicable review staff on the plans, then there is no need for zoning review.
- Separate trade permits are required to be issued for any Plumbing, Electrical, or Mechanical work associated with this type permit.
- Not all Inspection Types listed may apply to all jobs.
- Some inspection types are allowed to be out of the prescribed numerical order.
- Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction.
- Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required.

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400

Kissimmee, FL. 34741

407-742-0200

Permit Type :

COMMERCIAL/POOL

COMM/POOL (census- 329)

Permit Number:

P _____

Description of Permit Use: This permit is issued to construct a new commercial swimming pool/spa/kiddie pool

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Address Notification Form from Public Safety/911 Addressing (if applicable)
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.
- 1 set of Construction plans/ drawings. Signed and sealed. 1 set needs to be stamped and approved by the Department of Environmental Health.

Required Inspections & Description:

- Inspection 1: Pool Steel and Ground – Pool dug, and reinforcing steel grid in place. Lighting and required bonding in place. Pool piping exposed and under test; hydrostatic for pressure lines and a static head test for gravity lines. Inspection Code 1090
- Inspection 1 (Alt.): Pool Piping – Can be done prior to or combined with Steel and Ground inspection. Inspection Code 1090
- Inspection 2: Pool Deck - Deck surface prepped and compacted with reinforcing wire or steel and all metal appurtenances in place. Ready for concrete pour with all required equipotential bonding in place. Pool piping should be under test pressure for this inspection also.
- Inspection 3: Pool Final - Pool completed with all equipment installed and operational. All barriers, fences, gates and latches should be in place and operational.

** May require a parking inspection of the site for certain uses; not limited to eating establishments and bars.

Workflow: Once this permit is initialized it will be routed to Building Electrical for review of drawings. Zoning, Engineering and Environmental for review of site plan.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Electric	
Engineering Environmental	
Additional Information:	
<ul style="list-style-type: none"> • If final approved Engineering Improvement Plans (EIP) are submitted with the building permit, request to highlight the area of the accessory structure and have all stamps from all applicable review staff on the plans, then there is no need for Zoning review. • The customer will be required to pay a Plan Review fee at the time of submittal. • Separate electric activity permit required for Comm. Pool. 	

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

**You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400

Kissimmee, FL. 34741

407-742-0200

Permit Type:

COMMERCIAL/ SALES TRAILER

COMM/CSTR(census- N/A)

Permit Number:

P _____

Description of Permit Use: This permit is issued to set up a manufactured or modular Sales/Office Trailer accessible to the public.

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Address Notification Form from Public Safety/911 Addressing (if applicable)
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department)
- Utility Affidavit
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings measured from property lines and description of structures and dimensions along their appropriate sides
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Location of a minimum of five (5) parking spaces, one of which must be ADA compliant.
- 1 set of Construction plans/drawings, signed and sealed for handicap ramp.

Required Inspections & Description:

Inspection 1: Building Final – Sales/Office Trailer set, blocked, and tied down. All utilities including sewer, water, electric service and mechanical equipment installed and previously approved under various activity permits. Inspection Code 1080

Completed Handicap Ramp also required for Building Final.

<input type="checkbox"/> 1 set of plans showing the structure, to include method of installation and tie-downs. <input type="checkbox"/> Energy Calculations 1 set + 1 cover page (if applicable)	
Work Flow: Once permit is initialized it will be routed to Building for review of drawings. Zoning, Engineering, Environmental for review of site plan.911 addressing, Impact fee specialist. If on holding tank, will be routed to the Health Department	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Environmental	
Mechanical	
Plumbing	
911 addressing	
Impact fee specialist	
Engineering	
Additional Information: -If Sales Trailer is on holding tank, Health Dept. will need to know the servicing agency. -Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. -Separate activity permits are required to be issued for any Plumbing, Electrical or Mechanical work associated with this type permit.	

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: COMMERCIAL/SHED SHED (census class 328)		Permit Number: P _____	
Description of Permit Use: This permit is issued to construct a commercial shed.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is \$2500 or greater- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed.(Must include 1 set of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)		<ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (alt.): Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented and reinforcing wire in place; ready for concrete placement. Inspection Code 1010 or 1011 • Skip Inspection 1 if shed to be installed on wooden skids or floor with approved tie-downs. • Inspection 3: Framing – Only applicable if structural framing members to be completely concealed; Roof and exterior completed and dried in, all exterior walls complete. Inspection Code 1030 • Inspection 4: Building Final – Shed completed as permitted. Inspection Code 1080 	
WorkFlow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, Environmental, is on septic route to Health Department			
Approvals:		Approval Criteria:(Requirements for Dept.	

	Approval)
Building	Code compliant
Zoning	Code compliant
Engineering	
Environmental	
Health	
Additional Information:	
<ul style="list-style-type: none"> • If final approved Engineering Improvement Plans (EIP) is submitted with the building permit, request to highlight the area of the accessory structure and have all stamps from all applicable review staff on the plans, then there is no need for Zoning review. • A Plan Review fee is required at time of submittal. 	

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

**You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

<p>Permit Type COMMERCIAL/SHELL BUILDING COMM/SHELL (census- reference census sheet)</p>		<p>Permit Number: P _____</p>
<p>Description of Permit Use: This permit is issued to construct a Shell Building with various stages of completion.</p>		
<p>Required Documents:</p> <ul style="list-style-type: none"> • Application for permit complete in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder • Address Notification Form from Public Safety/911 Addressing (if applicable) • Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) • Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department) • Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. • 1 set of Construction plans/ drawings. Signed and sealed. (Must include 1 set of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.) 		<p>Required Inspections & Description:</p> <ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (Alt. for mono slab) Underground Plumbing or Electric - All under slab water and drainage piping installed and under required tests. All under slab electrical conduit roughed in (Separate Plumbing and or Electric Activity Permit and inspection requests required). • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented and reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026 • Inspection 6: Roof Sheathing – All roof sheathing panels attached and

<ul style="list-style-type: none"> • Energy Calculations 1 sets + 1 cover page (if applicable) • 1 Engineered Truss Plans signed and sealed (if applicable) 	<p>nailed off per plans. Inspection Code 1385</p> <ul style="list-style-type: none"> • Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed. Inspection Code 1390 • Inspection 8: Framing - Roof and exterior completed and dried in, all walls complete, interior and exterior. All trade’s rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Shell Building completed and ready for interior or occupancy permits. All associated trade permits completed with final inspections and pre-power on building (if applicable). Inspection code 1080
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Workflow: Once this permit is initialized it will be routed to Building Electrical, Mechanical, Plumbing for review of drawings. Zoning, Engineering, Environmental for review of site plan. 911 addressing, Impact fee specialist, Fire.

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Code compliant
Electric	
Environmental	
Mechanical	
Plumbing	
911 addressing	
Impact fee specialist	
Fire	

Additional Information:

- Not all Inspection Types listed may apply to all Building Shells; some may consist of only exterior walls and a roof. Some inspection types are allowed to be out of the prescribed numerical order.
- Separate trade permits are required to be issued for any Plumbing, Electrical, or Mechanical work associated with this type permit.

- Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction.
- Additional inspections, certifications or reports such as Termite or Insulation Certifications, Compaction Reports, Threshold Building Reports and Bolt or Weld reports for metal buildings may be required.
- **There must be an EIP # before submittal.** (put number on application)
- A Plan Review Fee is required upon submittal.

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

**You may submit a revision by fax, if it doesn't require to be sealed,(no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type COMMERCIAL/SITE LIGHTING COMM/ELEC (census class N/A)		Permit Number A _____
Description of Permit Use: This permit is issued to install Site Lighting.		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Electrical Drawings and cut-sheets for the light fixtures <input type="checkbox"/> Complete site plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and Lot # <input type="checkbox"/> Street or road location and its name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use and description of all structures on property. <input type="checkbox"/> Location of proposed light fixtures <input type="checkbox"/> Manufacturer’s cut sheets that call out all details of proposed fixtures 		<ul style="list-style-type: none"> • Inspection 1: Underground Electric-Conduit installed in open ditch. Inspection Code 1130 • Inspection 2: Final Electric- Site Lighting completed and energized as permitted.

Workflow: Once this permit is initialized it will be routed to Electrical and Zoning.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Electrical	
Zoning	Code compliant
Additional Information:	
<ul style="list-style-type: none"> ● If final approved Engineering Improvement Plans are submitted with the building permit, request to include an approved site lighting plan, then no need for Zoning review. 	

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: COMMERCIAL/STUCCO COMM/COth (census class N/A)		Permit Number: P _____	
Description of Permit Use: This permit is issued for the application of Stucco to a Commercial Building.			
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> 1 Drawings of how stucco is applied to building, (if replacing wood, then Engineered drawings are required). 		Required Inspections & Description: <ul style="list-style-type: none"> • Inspection 1: Exterior Lath and Brick Tie - Requested prior to Stucco application. Inspection Code 1027 • Inspection 2: Building Final – Requested after Stucco application complete. Inspection Code 1080 	
Work Flow: Once this permit is initialized it will be routed to Building. Waive Zoning & Fire fees.			
Approvals:		Approval Criteria:(Requirements for Dept. Approval)	
Building		Code Compliance	
Additional Information: <ul style="list-style-type: none"> • A Plan Review Fee may be collected at time of submittal. 			

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Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: COMMERCIAL/SUBDIVISION WALL COMM/WALL (census class-N/A)		Permit Number: P_____
Description of Permit Use: This permit is issued to construct a wall around or adjacent to a subdivision.		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) or Block/Range address <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings, structures, wall (measured from property lines) <input type="checkbox"/> Wall Elevation Plan with dimensions and show the total linear feet of the wall <input type="checkbox"/> Location, length, width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed.		<ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 2: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 3: Building Final – Subdivision wall completed as permitted. Inspection Code 1080

Work Flow: Once this permit is initialized it will be routed to Building and Fire for review of engineered drawings. Routed to Zoning, Engineering, Health Department (if on septic) & Environmental.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building Fire	Code compliant
Zoning	Code compliant
Engineering	
Health Department(if on septic)	
Environmental	
Additional Information:	
<ul style="list-style-type: none"> • Not all inspection types listed may apply to all jobs. • Some inspection types are allowed to be out of the prescribed numerical order. • Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction. • Initializing this permit type would mean that a Final Subdivision (FS) has been approved. If so, reference the number on the application. • The customer will be required to pay a Plan Review fee at the time of submittal. 	

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Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type COMMERCIAL/TENANT BUILD-OUT COMM/CTBO(refer to Census Bureau Sheets)		Permit Number: P _____
Description of Permit Use: This permit is issued to Build-Out a Tenant Space. (generally including other trades)		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and with original notarized signature of license-holder or owner-builder <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) <input type="checkbox"/> Application stating previous/existing use and proposed/current use <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Copy of Lease and/or Notarized Letter from Land Owner <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Utility Affidavit (if applicable) <input type="checkbox"/> 1 set of Construction plans/ drawings. Signed and sealed. (Must include 1 set of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.) <input type="checkbox"/> Site Plan that shows <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Location of proposed Tenant Build-out <input type="checkbox"/> Existing structures <input type="checkbox"/> Lot dimensions and/or Lot No# <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from the property lines) 		<ul style="list-style-type: none"> • Inspection 1: Framing - All interior walls completed. All trade’s rough-ins completed and approved; ready for insulation and drywall. Inspection Code 1030 • Inspection 9: Insulation (if applicable) - All insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: Drywall – To be requested after all drywall hung, prior to tape and mudding. Inspection Code 1055 • Inspection 10: Building Final – Building completed and ready for occupancy. All associated trade permits completed with final inspections and pre-power on tenant space (if applicable). Inspection code 1080 • May require a parking inspection of the site for certain uses; not limited to eating establishments and bars.

<input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of driveway(s) and/or parking spaces <input type="checkbox"/> Dimensions, use, and description of all structures on property and this Tenant Build-out	
WorkFlow: Once this permit is initialized it will be routed to Building,Zoning,Engineering,911 Addressing ,Fire, Mechanical, Electrical, Plumbing, Impact Fees, and Health Dept (if applicable).	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building Department	Code Compliant
Zoning	
911 Addressing	
Health Department	
Impact Fees	
Electrical	
Mechanical	
Plumbing	
Fire	
Additional Information: A Plan Check Fee is required at time of submittal. <ul style="list-style-type: none"> If this is an interior alteration <i>with no change in use</i>, then no need for Zoning review. (No change of use i.e. Pizza Take-out to Pizza Take-out, Insurance Office to Insurance Office, Retail Clothing Sales to Retail Clothing Sales) 	

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Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
Kissimmee, FL. 34741
407-742-0200

Permit Type: COMMERCIAL/TENANT OCCUPANCY CCOU/TENANT OCCUPANCY (census- reference census sheet)		Permit Number P_____
Description of Permit Use: This permit is pulled for a new tenant occupying a space. (<i>no structural changes</i>)		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder		<ul style="list-style-type: none">• Inspection 1: Building Final – Non structural changes completed; space ready for occupancy. Inspection code 1080 <p>** Also requires Fire Final Inspection Code 2000</p> <p>** May require a parking inspection of the site for certain uses; not limited to eating establishments and bars.</p>
<input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable)		
<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)		
<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)		
<input type="checkbox"/> 1 Floor plans of space		
<input type="checkbox"/> Lease agreement and /or notarized letter from land owner giving permission to pull permit.		
<input type="checkbox"/> Complete Site Plan showing the following:		
<ol style="list-style-type: none">1. Full legal description2. Lot dimensions and lot #3. Street or road location and name in its proper location4. Setback distances of all existing and proposed buildings, structures, wall (measured from property lines)5. Wall Elevation Plan with dimensions and show the total linear feet of the wall6. Location, length, width of all recorded easements (if any)7. Location of proposed and/or existing driveway8. Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.		

Workflow: Once this permit is initialized route to Building, Fire, Zoning, Impact fee specialist, Health and 911 addressing.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	
Zoning	Code compliant
Impact fee specialist	
911 Addressing	
Health Department	
Fire	
Additional Information:	
<ul style="list-style-type: none"> • This type permit should not include any trade type permits; if trade work is being performed, a Tenant Alteration or Interior Alteration Permit should be required. • Customer will be required to call for a Fire final 2000 and a Building final 1080. • If this is a Tenant Occupancy with no change in use, then Zoning does not need to review. (No change in use i.e. Pizza Take-out to Pizza Take-out, Insurance Office to Insurance Office, Retail Clothing Sales to Retail Clothing Sales). • Sub-contractors are required to pull separate permits and submit plans. 	

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Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type COMMERCIAL/WALL SIGNS COMM/SIGN (census-N/A)		Permit Number P_____	
Description of Permit Use: This permit is issued to install or construct a permanent wall sign (advertisement) on a building, canopy or awning wall.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Name of business, organization, etc. to be advertised <input type="checkbox"/> Proof of ownership (warranty deed, tax bill or Property Appraisers printout) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500-(record & certify@ Courthouse-Recording Department) <input type="checkbox"/> Site Plan that shows: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and Lot # <input type="checkbox"/> Street or road location, its name in proper location <input type="checkbox"/> Setback distances of all existing and proposed structures (measured from property lines) <input type="checkbox"/> Location, length, width of all recorded easements (if any) <input type="checkbox"/> Show size (dimensions along appropriate sides), use and description of all structures on the property <input type="checkbox"/> Location of proposed sign on the building. <input type="checkbox"/> Building wall elevation plans that clearly show: <ul style="list-style-type: none"> <input type="checkbox"/> all existing and proposed signs on the business <input type="checkbox"/> all dimensions of each sign <input type="checkbox"/> the linear feet of each wall of the building <input type="checkbox"/> Rendering of proposed sign showing how sign will look and what advertisement will be on it,		<ul style="list-style-type: none"> • Inspection 1: Building Final – Wall Sign completed and operational. Electric Finals approved (if applicable). Inspection code 1080 • Per Section 15.5(E) of the LDC: An on-site inspection shall be made prior to approval of a sign application. 	

when placed.	
Workflow: Once this permit is initialized it will be routed to Zoning for review. Due to the fact that a site inspection may be required as per Section 15.5 of the Land Development Code it may take up to three (3) business days for a Zoning response to the application.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	
Zoning	Code Compliant
Additional Information:	
<ul style="list-style-type: none"> • Separate electric activity permit required for lighted signs. • Initializing this permit type would also mean that another permit type(s) should have already been initialized as they would need a Tenant Occupancy or build-out permit <i>prior</i> to being eligible for a sign. 	

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