

1266.1 SUBJECT: BUILDING PERMIT APPLICATION

:1 OBJECTIVE:
Establish a procedure for the issuance of building permits.

:2 AUTHORITY:
This procedure amended by City Council September 15, 2003.

:3 DIRECTION:
The Permitting and Code Enforcement Division Manager, with support from the Technical Advisory Committee, serves at the pleasure of, and receives direction from the Mayor or the Mayor's Designee through the Economic Development Department Director.

In addition, the following Appointed Officials and departments are responsible for the administration of this procedure: Building Official; Fire Chief; Office of Legal Affairs; Parks Division; City Planning; Public Works Director; City Planning Division Manager.

:4 METHOD OF OPERATION:

A. GENERAL

1. A permit for the construction, enlargement, alteration, repair, improvement or conversion of a structure may be issued by the Building Official, after building plans and specifications have been submitted and reviewed for compliance with City Codes by departments responsible for enforcement and approved by the Building Official.
2. Building construction shall not commence until a valid Building Permit is issued.
3. Penalties
 - a) First Offense - Where building construction or alteration is commenced prior to issuance of a building permit, the fee for such permit shall be doubled as provided for in the Standard Building Code.
 - b) Second or other Subsequent Offense - Should a person or contractor commence construction or alteration on any subsequent building prior to obtaining proper permits, that person or contractor shall be subpoenaed to appear before the Code Enforcement Board of the City of Orlando.

B. APPLICATION FORM

1. The applicant, who shall be a licensed contractor or qualified homeowner, first shall file an official application and provide such information as may reasonably be required by the Building Official. A no-charge permit may be required for Federal, State, and School Board projects to coordinate many other phases of the construction (i.e., drainage, sewers, paving). Each Application for a Building Permit shall be accompanied by:

- a) Site plan, drawn preferably 1" = 20', showing complete legal description of the land on which the proposed work is to be done (by lot, block, tract, and house and street address, if available) or similar description that will readily identify and definitely locate the proposed work; and a written statement on the site plan by the applicant that the plat has been properly recorded. The site plan shall show location of proposed construction, existing buildings, boundary lines, and such other information as may be reasonably required by the Building Official as set forth in the Application.
 - b) Plans and specifications with sufficient clarity and detail to indicate the nature and character of the work and in compliance with Standard Building Code. Four sets of plans to scale, preferably 1/4" = 1', and one set of specifications are required. The cover sheet and each page of the plan shall be signed and sealed by the architect or engineer responsible, who shall be registered as an architect or engineer under Florida Law.
 - c) If a non-exempt tree is to be removed, the applicant shall also apply for a Tree Removal Permit when application is made for a Building Permit. A separate permit and inspection is required from the Parks Bureau for tree removal.
- C. State and/or County Regulatory Departments Approval Required
State of Florida and Orange County regulatory departments' approval must be shown, when applicable, before the Building Official will accept the application for Building Permit.

Food service establishment plans can be submitted before Florida Division of Hotels and Restaurant approval; however, final hotel and restaurant approval must be submitted before the issuance of Certificate of Occupancy.

- D. Submission of Plans and Applications
1. A one-stop plan approval and permit issuance service is available to assist applicants for Building Permits.
 2. The Customer Services and Logistical Support Section of the Permitting and Code Enforcement Division shall receive applications for Building Permits and accompanying plans and specifications and check the attachments to assure that a certified plat of survey (as required by Section: 4B) is attached. A receipt for plans shall be issued to the applicant. The Permitting and Code Enforcement Division will advise the applicant when the application is approved.
- E. Inspection and Review Section Functions
1. Receive plans and specifications for review, to assure plans are in compliance with the City Code. Review of the plans will take place in the Permitting and Code Enforcement Division and be coordinated for processing between the Plans Submittal staff and Inspection and Review staff.
 2. If approval of the plans is given with conditions, or subject to certain changes, such information shall be clearly noted on all sets of plans. Each appropriate

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- outside regulatory agency shall perform its own plans approval and field inspection of the site.
3. Compare all plans and site locations against a geodetic survey map showing the existing Police & Fire Department microwave system paths, tower sites and heights.
 4. Review site locations and specifications submitted by the Code Enforcement Section to determine if there is any conflict with the existing police and fire microwave system and notify the Code Enforcement Section of any such conflict.
 5. Review plat or site plan to assure that the property is platted and recorded; and if not, the plans will be rejected and returned to Plans Room/Customer Service and Logistical Support Section.
 6. Review provisions of City Code Chapter 31 (Flood Plain Regulations) for compliance, if applicable.
 7. If the property is properly platted and recorded, the Inspection and Review Section Head will review the plans and specifications for: a) paving, availability of drainage, sanitary sewer; b) street grade elevations, lot construction requirements; c) parkway grading and grassing (grassing shall be defined as any method such as sod, sprigging, seeding, or such other method approved by the Inspection and Review Section Head). The Public Works Director or designee(s) shall provide technical support to issue the street number, if required, and calculate sewer charges to be assessed.
 8. Review plans for traffic movement, on-premise parking design, driveway location, safety and precaution to public during construction, and ingress and egress requirement from public property.
 9. Review plans for compliance with Orlando's Land Development Code, Orlando-Orange County Airport Zoning Ordinances, and applicable developers' agreements.
 10. Review plans for compliance with City Code pertaining to fire control and detection devices, fire prevention, fire protection and fire safety generally.
 11. Review plans for placement of refuse collection containers on site and advise as to collection service requirements of occupant.
 12. Review plans for compliance with City Building Code.
- F. Notification of Plan Review Completion
Upon completion of the plans review and approval of such plans by all units, the Customer Service and Logistical Support Section shall advise the applicant. The applicant shall be issued a building permit upon presentation of a valid development permit, if applicable, in accordance with City Code Chapter 31, and shall also receive the second set of the approved building plans, with required changes noted thereon, upon payment of all charges.
- G. Certificate of Occupancy
1. A "Certificate of Occupancy" may be obtained by the applicant completing an Application for Certificate of Occupancy, certifying that the applicant's
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superintendent personally supervised the construction of the building, or part of the building, and that same has been constructed in compliance with the Building Code of the City of Orlando, and in accordance with plans and specifications approved by regulatory units listed and letters of final approval from such units. Before issuance of Certificate of Occupancy for City-owned buildings, reproducible "as-built" plans must be provided.

2. The Permitting and Code Enforcement Division shall review the completed application form; and if all work required by the applicant has been determined by the Building Official to have been completed satisfactorily and all applicable fees have been paid, the Certificate of Occupancy shall be issued.

:5 FORMS:

Application for a Permit; Application for Certificate of Occupancy; Tree Removal Permit; Informational Brochures.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Code, Sections 13.33, 13.02, 14.01, 14.11 and 14.14. Standard Building Code, Chapters 105.6, 106.6, 107. Procedure approved March 10, 1969, Item 27; amended February 25, 1974, Item 15; amended June 7, 1976, Item 31; amended March 10, 1980, Item 15; amended August 23, 1982, Item 19A; amended March 2, 1983, Item 32(B); amended October 20, 1986, Item 14A-14; amended April 24, 1989, Item 22A-2; amended June 14, 1993; amended March 5, 2001, Item A-12; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.