



ORANGE CITY

The Heart of Southwest Volusia

COMMERCIAL INTERIOR RENOVATION

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Planning: 386-775-5415 for information on permitted use, parking requirements, etc.
- Completed building permit application (owner must sign application).
- Copy of contractor's license or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt.
- Copy of certificate of worker's compensation or exemption.
- Copy of certificate of general liability insurance.
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances.
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Two (2) sets of signed and sealed construction drawings (plans must be drawn to scale).
Additional plan information may be required as follows:
 - a) Provide existing or new fire resistance separation requirements.
 - b) Show existing or new panic hardware on emergency exit doors.
 - c) Provide emergency exit lighting and signs.
 - d) Show information on interior wall and ceiling finishing.
 - e) Provide existing or new portable fire extinguisher locations.
 - f) Show existing or new handicapped accessibility requirements.
- New or modified fire alarm or sprinkler systems will require a separate building permit.
- Florida energy code or heat load calculations (if disturbing existing exterior walls or adding mechanical equipment).
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Approval from Orange City Development Services (if constructing a food service establishment) - Contact Elisa Millwater at (386) 775-5415.
- Building permit document or plans review fees paid.

“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”

Note: Should you have questions or require any additional information, please contact the Development Services; Building at (386) 775-5423. Additional documents maybe required upon request by the Development Services.