



ORANGE CITY

The Heart of Southwest Volusia

ONE AND TWO FAMILY DWELLING PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact the Planning: at (386) 775-5415 for information on setbacks, lot coverage, height, etc.
- Completed building permit application; FBC [A] 105.3, signed by Owner (or signed contract), and Qualifier/Contractor or property owner when acting as Owner Builder. When acting as Owner Builder, complete an Owner Builder Affidavit.
- Copy of contractor's license or Owner/Builder affidavit form (if applying as contractor).
- List all subcontractors on permit application, provide permit authorization/LPA letter(s) or forms and submit copies of licenses and insurances (building, plumbing, electrical and mechanical 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.
- Proof of ownership (copy of warranty deed or county tax bill).
- Two (2) complete sets of signed and sealed construction plans (elevations need to depict maximum height of structure). Floor plan must show conditioned and unconditioned square footage.
- Two (2) copies of certified boundary survey showing proposed property improvements (one of the surveys must be an original signed and sealed document). Survey shall include flood zone, finished floor elevations, lot coverage ratio, all setbacks, accessory structures, and driveways and proposed parking areas. Site plan submittal: FBC [A] 107.2.5 and Orange City Code of Ordinances.
- Two (2) copies of plumbing riser diagram (isometric).
- Two (2) copies of electrical panel schedule with electric load summary.
- Two (2) copies of Manual J – ACCA Manual J, ACCA Manual N, or the ASHRAE
- Cooling and Heating Load Calculation Manual, Second Edition from mechanical contractor
 - **OR**
 - When mechanical systems are designed by and engineer registered in the State of Florida, the engineer has the option of submitting a signed and sealed summary sheet in lieu of the complete sizing calculation(s).
- Two (2) copies of pre-engineered truss layout with sealed uplift values identified.
- Two (2) copies of sealed garage door engineering from supplier.
- Two (2) copies of current product approvals for doors, windows, (include jamb attachment detail), and roof specifications from suppliers. One (1) copy can be substituted with a completed Orange City Product Approval Form.
- Copy of well and septic tank permit (See attached State of Florida, Department of Health Department Application) or contact their office: (386) 274-0500.
- Copy of lot drainage & driveway permit (contact Elisa Millwater at (386) 775-5415.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC.
- Building permit document(s) or plan review fee(s) and impact fee(s) paid; City and Volusia County 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 Building Official at (386) 775-5423. Additional documents maybe required upon request by the Building Division.