ORANGE CITY

The Heart of Southwest Volusia

SCREEN ROOM PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Planning: at (386) 775-5415 for information on permitted use, setbacks, lot coverage, height, etc.
- Completed building permit application (property owner must sign application or signed contract).
- 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 (building, electrical, mechanical, plumbing, or specialty contractor).
- 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) copies of boundary survey of property, including locations and dimension of all
- easements, all existing and proposed structures drawn to scale with distances to property lines.
- Two (2) copies of floor plan drawn to scale with sufficient clarity and detail to indicate the nature and character of the work including the location of electrical receptacles, lights and switches. In additions, indicate egress openings; Bedroom(s).
- Two (2) sets of drawings showing front, sides, and rear elevations.
- Two (2) sets of structural plans showing footing sizes, typical wall sections and roof construction detail (entire structural load path) signed and sealed by a Florida Registered Architect or Engineer and/or pre-engineered aluminum drawings and/or Licensed contractor per Florida Statute 489 and structure limitation.
- 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).
- Building permit document(s) or plan review fee(s) and impact fee(s) paid.

"ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE."

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