

Commercial Submittal Requirements

1. Completed application with owner signature or original authorization letter.
2. Four sets of signed/sealed plans including other required documentation such as Energy calculations, Engineered Trusses, Window & Door Specifications etc.
3. Plan review fee: 1% of the cost of construction, due upon plan submittal.
4. Contact sheet.
5. Original Authorization Forms for each Sub-contractor.
6. Fee Sheets completed for each Sub-contractor.
7. Notice of Commencement - certified copy.

If a general contractor has not been selected at the time of submittal, a delay in processing your permit may occur. The general contractor and sub-contractors are required to be registered with the City of Ocoee, copies of licenses and insurance certificates will be required to register, as well as a \$5.00 fee. Fees will be paid at building permit issuance.

Fire Sprinkler and Fire Alarm permits will be obtained separately.
Contact the Fire Department at: 407.905.3140

Building Permit Fees:

- Building Permit Fee: \$30.00 plus \$4.50 per \$1,000.00 cost of construction
- Notice of Commencement Fee: \$5.00
- Electrical, Plumbing, Mechanical, Roof, Gas, Irrigation, & Low Voltage Fees:
See individual Fee Sheets.
- Impact fees will be determined by the Engineering Dept. & Planning Dept. based upon the information provided on the plans.

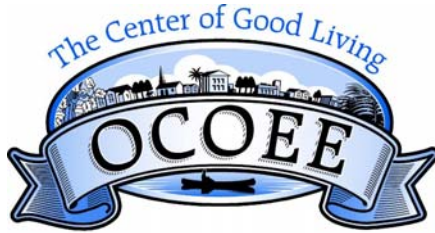
Effective October 1, 2010. Florida Statute 468.631 and 553.721

3% Florida Surcharge or a minimum of \$4.00 will be charged to fees based on the regulations found in the Florida Building Code, this includes building permit fees, electrical, plumbing, mechanical, gas, roof, plan review, and fire plan review. If you have fees that are apart of your building permit, such as zoning, impact fees, deposits, or connection fees; the Florida Surcharge does not apply.

You may access applications & forms by going to our website: www.ocoee.org

O:\Clerk Information\COMMERCIAL PERMIT FORMS\COMMERCIAL REQUIREMENTS.doc 11.16.2010

City of Ocoee • 150 N Lakeshore Drive • Ocoee, Florida 34761
Phone: 407.905.3104 • Fax: 407.905.3155 • www.ocoee.org



COMMERCIAL CONTACT SHEET

Project Name: _____

Job Address: _____

Contact Name: _____

Company: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

All comments or questions will be directed to the person listed on this form. Should the information change, please submit a new contact sheet to the Building Division.