



## **COMMERCIAL CONSTRUCTION PLAN REVIEW SUBMITTAL REQUIREMENTS**

### **NEW BUILDINGS & ADDITIONS**

- 1) Completed application with owner signature or original authorization letter.
  - 2) (4) sets of signed/sealed plans including other required documentation such as energy calculations, etc.
  - 3) Plan review fee – 1% of the cost of construction  
(method of payment: cash/check: payable to the City of Ocoee)
  - 4) Contact Sheet completed
  - 5) Original Authorization Form from each sub-contractor
  - 6) Fee sheets completed for sub-contractors
  - 7) Notice of Commencement – certified copy
- If a general contractor has not been selected at the time of submittal, a delay in your permit processing may occur. This will affect items 5-7. The general contractor and sub-contractors are required to be registered with the City of Ocoee. If your contractors are not registered, copies of licenses and insurance certificates will be required to be submitted as well as a \$5.00 fee. Sub-contractor permit fees will be paid at building permit issuance.
  - Your site plan must have been through a minimum of one plan review cycle and have determined that the footprint of the building will not change. Site work permits will be required to be obtained in conjunction with the building permit.
  - Impact fees will be determined by staff based upon the information provided on the plans.
  - Fire Sprinkler, Fire Alarm and sign permits will be obtained separately.

### **Building Permit Fees:**

- 1) Building Permit Fee: \$30.00 plus \$4.50 per \$1,000 cost of construction
- 2) Radon Gas/Florida Recovery Fee: \$.01 per square foot
- 3) Notice of Commencement Fee: \$5.00
- 4) Sub-contractor fees: Electrical, Mechanical, Plumbing, Gas, Roofing, Irrigation

\*\* Impact Fees determined per project

## **INTERIOR ALTERATIONS**

- 1) Completed application with owner signature or original authorization letter.
  - 2) (3) sets of signed/sealed plans including other required documentation such as energy calculations, etc.
  - 3) Plan review fee – 1% of the cost of construction  
(method of payment: cash/check: payable to the City of Ocoee)
  - 4) Contact Sheet completed
  - 5) Original Authorization Form from each sub-contractor
  - 6) Fee sheets completed for sub-contractors
  - 7) Notice of Commencement – certified copy
- If a general contractor has not been selected at the time of submittal, a delay in your permit processing may occur. This will affect items 5-7. The general contractor and sub-contractors are required to be registered with the City of Ocoee. If your contractors are not registered, copies of licenses and insurance certificates will be required to be submitted as well as a \$5.00 fee. Sub-contractor permit fees will be paid at building permit issuance.
  - Fire Sprinkler, Fire Alarm and sign permits will be obtained separately.

### **Building Permit Fees:**

- 1) Building Permit Fee: \$30.00 plus \$4.50 per \$1,000 cost of construction
- 2) Notice of Commencement Fee: \$5.00
- 3) Sub-contractor fees: Electrical, Mechanical, Plumbing, Gas, Low Voltage
- 4) Additional impact fees may apply.

**COMMERCIAL CONTACT SHEET**

PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

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.