

# CITY OF OCOEE

## REQUIREMENTS FOR NEW TOWNHOME PERMITS

Completed permit application with original signatures. Please submit one application for every unit/address Include all sub-contractors.

Original Permit Authorization Forms (*Notarized*) from each sub-contractor. For every unit/address.

Fee Sheets from each sub-contractor. For every unit/address.

All contractors and sub-contractors must be registered with the City of Ocoee.

Proof of property ownership is required deed, tax bill or receipt, closing statement, or a printout from the property appraiser's office.

**\*\*Five (5) Surveys for every unit/address (Signed & Sealed)** showing location of all proposed or existing structures, show all trees indicating type, caliper, and noted to remain or remove.

Show the following information:

1. Proposed drainage plan with directional arrows.
2. All setback dimensions to existing and proposed structures.
3. Proposed finish floor elevation.
4. Percentage of lot covered by Structure.
5. Percentage of lot covered by impervious surface.
6. Location of well and/or septic system.

Survey by a Florida licensed Land Surveyor, all elevations are to be actual, NGVD. Show all rights-of-way with centerline elevations and easements. Minimum elevation points for boundary, each corner and at mid points of each property line. Show all existing structures. Show area of lot in square feet.

Notice of Commencement, certified copy. One for every unit/address.

**One (1)** copy of the floor plan with the dimensions & break down of square footage for Orange County Property Appraiser. One for every unit/address.

**Three (3)** sets of plans per building for one or two family residences drawn to scale, each sheet shall be a minimum of 24" X 36". All plans must comply with the Florida Building Code 2007 with 2009 supplement.

Each set shall contain the following:

1. Plumbing piping schematic.
2. Electric riser and wiring diagram with load calculations. (2008 NEC)
3. H.V.A.C. equipment and duct lay out.
4. Gas if equipped piping schematic.

**Three (3)** copies of **Engineer/Architect seal on all structural plans and roof truss details.**

**Three (3)** copies of windows, doors and garage door engineering, product approval and installation documents.

**Three (3)** Sets for every unit/address of the Florida Energy Code compliance forms signed by the person preparing it and the contractor.

**One (1)** copy of the Florida Energy Code Compliance cover sheet for every unit/address.

**Three (3)** Sets for every unit/address of the Manual J Heat and AC load calculations.

Septic System and/or well permit (copy) from Orange County Consumer Health. (if required)

Water and/or sewer capacity letters original notarized (if required) for every unit/address.

*\*\* Example: A four unit building will need 20 surveys, 2 will be file copies, 2 field copies & 1 copy for the Property Appraiser's Office.*

*All information on the permit application must be provided. Failure to complete may cause a delay in processing or issuing your permit.*