

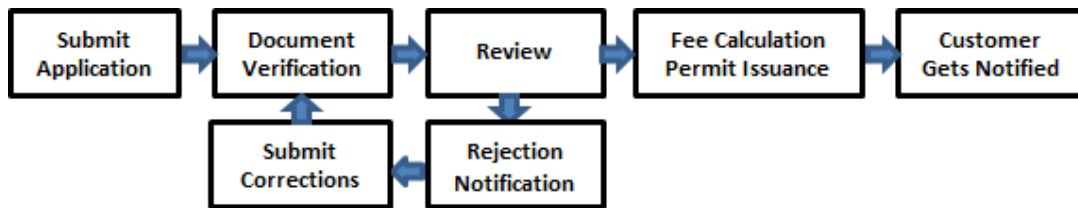


Sunrooms Application Requirements

Apply online at: <http://permits.ocoee.org>

Sunroom Permits are required for the construction and installation of all sunroom categories. The Building Division accepts Sunroom Permit Applications in person and/or on line at: <http://permits.ocoee.org>

Workflow Steps: 5-7 Business Days.



Permit Fee: \$30, plus \$3.50 per \$1,000 of residential construction cost. *State Surcharges will apply and other permit fees may be applicable.*

- Building Permit Application Form completed signed and notarized Application must include correct address and complete parcel I.D. number. Must indicate specific category type (*see list on page 2*)
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited Power of Attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$2,500. A certified recorded copy in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- Ocoee Impervious Calculation Sheet with complete calculations.

- Two (2) sets signed and sealed construction plans, must designate specific Sunroom Category on the signed and sealed plans, including sub-trade drawing details based on the category type. The construction drawings submitted with the application shall indicate the name and address of the designer, who shall be a registered engineer with the State of Florida. The engineers' signature and seal shall be affixed to drawings.
- Two (2) site plans, drawn to scale with accurate measurements. The dimensions of areas shown on site plan must match dimensions of construction plans.
 1. Lot with all dimensions.
 2. Proposed structure location with ALL setback dimensions.
 3. Location and dimensions of any existing structures.
 4. Location and dimensions of any easements.
 5. Abutting streets and/or lots.
 6. Location of septic system and/or utilities.
 7. Location of A/C units and/or any other equipment.
- Two (2) Ocoee Product Approval Specification Sheets complete with the Florida Product Approval Numbers Notices of Acceptance for building envelope products, such as windows, doors, skylights, roofing, etc. Florida Product Approval numbers can be located at: www.floridabuilding.org

Permit Holder/Contractor must provide a complete package of installation instructions corresponding to the Product Approval Specification Sheet at the time of inspection to avoid re-inspection penalties.

- Sunrooms shall be categorized in one of the following categories by the permit applicant, design professional, or the property owner where the sunroom is being constructed.

Sunroom Categories

Category I: A roof or a covering of an outdoor space. The openings shall be permitted to be enclosed with insect screening or 0.5 mm (20 mil) maximum thickness plastic film. The space is defined as non-habitable and unconditioned.

Category II: A roof or a covering of an outdoor space with enclosed walls. The openings are permitted to be enclosed with translucent or transparent plastic or glass. The space is defined as non-habitable and unconditioned.

Category III: A roof or a covering of an outdoor space with enclosed walls. The openings are permitted to be enclosed with translucent or transparent plastic or glass. The sunroom complies with additional requirements for forced- entry resistance, air-leakage resistance and water-penetration resistance. The space is defined as non-habitable and unconditioned.

Category IV: A roof or a covering of an outdoor space with enclosed walls. The sunroom is designed to be heated and/or cooled by a separate temperature control or system and is thermally isolated from the primary structure. The sunroom complies with additional requirements for forced-entry resistance, water penetration resistance, air-leakage resistance, and thermal performance. The space is defined as habitable and conditioned.

Category V: A roof or a covering of an outdoor space with enclosed walls. The sunroom is designed to be heated and/or cooled and is open to the main structure. The sunroom complies with additional requirements for forced-entry resistance, water-penetration resistance, air-leakage resistance, and thermal performance. The space is defined as habitable and conditioned.