

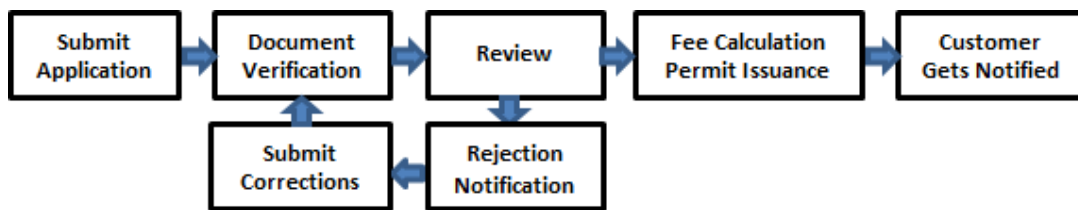


Shed Permit Application Requirements

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

Shed Permits are required for the installation of pre-manufactured sheds and/or construction of sheds. The Building Division accepts Shed Permit Applications in person and/or on line at: <http://permits.occoee.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.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.occoee.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 Area Calculation Worksheet with complete calculations.

- Two (2) site plans, drawn to scale with accurate measurements, showing the following:
 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.

- Two (2) complete sets of construction plans. (*See types below*)
 - **Manufactured Type:** There are three methods of compliance to demonstrate the design criteria of a manufactured/assemble-on-site shed:
 1. Florida Product Approval/Notice of Acceptance including anchorage for minimum 129 mph wind load.
 2. Department of Community Affairs Manufactured Building approval letter (building shall bear a DCA sticker) including anchorage for minimum 129 mph wind load.
 3. Site specific engineering (sealed complete construction plans) including anchorage for minimum 129 mph wind load.

 - **Single Construction Type:** The method of demonstrating design criteria compliance of design/build or “from scratch” shed may be accomplished with one of the following:
 1. Site specific engineering (sealed complete construction plans) including anchorage for minimum 129 mph wind load.
 2. Plans including anchorage for minimum 129 mph wind load which are designed in compliance with the Florida Building code section R301.2.1.1 Design criteria.
 “Construction . . . shall be designed in accordance with one . . .” of the listed standards, for example: *the WPPC Guide to Wood Construction in High Wind Areas*.

- 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.