



# ORANGE CITY

The Heart of Southwest Volusia

## COMMERCIAL INTERIOR RENOVATION

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Kimberly Reading; Planner 1 at (386) 775-5417 for information on permitted use, parking requirements, etc.
- Completed building permit application (owner must sign application).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances.
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Two (2) sets of signed and sealed construction drawings (plans must be drawn to scale).  
Additional plan information may be required as follows:
  - a) Provide existing or new fire resistance separation requirements.
  - b) Show existing or new panic hardware on emergency exit doors.
  - c) Provide emergency exit lighting and signs.
  - d) Show information on interior wall and ceiling finishing.
  - e) Provide existing or new portable fire extinguisher locations.
  - f) Show existing or new handicapped accessibility requirements.
- New or modified fire alarm or sprinkler systems will require a separate building permit.
- Florida energy code or heat load calculations (if disturbing existing exterior walls or adding mechanical equipment).
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Approval from Orange City Development Services (if constructing a food service establishment) - Contact Elisa Millwater at (386) 775-5415.
- Building permit document or plans review fees paid.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Development Services; Building at (386) 775-5423. Additional documents maybe required upon request by the Development Services.