



# ORANGE CITY

The Heart of Southwest Volusia

## GAS PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Planning: at (386) 775-5415 for information on tank height and location (if applicable).
- Completed building permit application (property 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 (plumbing contractor).
- 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) copies of a certified boundary survey or plot plan of property showing location of all existing structures and location of the proposed gas tank and piping drawn to scale (include setback requirements from property lines).
- Two (2) copies gas riser diagram showing gas type, size of piping, size of tank and floor plan showing interior piping location (s).
- 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).
- 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.