



ORANGE CITY

The Heart of Southwest Volusia

GENERAL COMMERCIAL PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Two (2) sets of Orange City site plan approval (if constructing a new building and/or doing any site improvements). Please contact Planning: at (386) 775-5415.
- Completed building permit application (owner must sign application or signed contract).
- 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 from architect or engineer.
- Florida energy code or heat load calculations (if a change of use, disturbing existing exterior/interior walls and/or adding mechanical equipment) from mechanical contractor.
- New or modified fire alarm or sprinkler systems may require a separate building permit, Contact Fire Marshal Scott at rscott@ourorangecity.com.
- 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 Service, (if installing additional plumbing fixtures; namely, Water Meter size increase) - Contact Elisa Millwater at (386) 775-5415.
- Approval from Orange City Public Development Service, (if constructing a food service establishment) - Contact Elisa Millwater at (386) 775-5415.
- Approval from Orange City Development Services (if working in public right-of-way) - Contact Elisa Millwater at (386) 775-5415.
- Building permit document(s) or plan review fee(s) and impact fee(s) paid; City and/or Volusia County, pursuant to CCO Chapter 5, Article I.

“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 Building Division at (386) 775-5423. Additional documents maybe required upon request by the Building Division.