



ORANGE CITY

The Heart of Southwest Volusia

TEMPORARY POLE PERMIT

PLEASE PROVIDE THE FOLLOWING:

- 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 subcontractors on the permit application, provide permit authorization letter or form, and submit copy of license and insurance (electrical contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed by the property owner (if leased property).
- Two (2) copies of electrical riser diagram showing type and size of conductors, GFCI receptacle outlets, size of overcurrent protection, and location.
- 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.