

Building Division

A building permit is required for most building projects. Discuss your plans with City staff or email us before beginning any work.

9/28/2020 UPDATE TO BUILDING PERMIT APPLICATION PROCESS

As of September 28, 2020, the City of Orange City Building Permit Department is open for full service. As such, the temporary provision determined by the Chief Building Official allowing for the emailing of permit applications and documentation has been revoked, effective immediately. All permitting must now be done via our standard outlets, (i.e. courier drop-off or mail-in applications).

Please note that Florida Statue 553 provides the building department 30 working days from acceptance of completed single family residential applications, and 45 working days from acceptance of completed commercial applications for review. As such, please be informed that in regards to any requests received on the status of a permit prior to the 31st or 46th day respectively after application, the permit shall be considered "in review", and no additional information shall be given at that time. Staff shall notify all applicants by phone or in writing when their application has been approved, and shall notify the applicant in writing of any requests for additional information or permit denials.

Welcome to the Building Division

[Florida Building Code 6th Edition](#) : Effective December 31st, 2017 (PDF)

Hours

Monday – Friday: 8:00 am – 5:00 pm

No applications accepted after 4:30 pm

Building Department
205 E Graves Ave.
Orange City, FL 32763
Phone: 386-775-5423
Fax: 386-775-5420
E-mail: buildinginspections@ourorangecity.com

Chief Building Official

Glenn B. Pereno – buildinginspections@ourorangecity.com

Phone: 386-775-5425

To Request an Inspection, please choose one of the following options:

(Cut off for scheduling; 3:30 PM)

1. Inspection Line: (386) 775-5438
2. buildinginspections@ourorangecity.com

The following information required when scheduling an inspection;

Permit Number

Job Address

Type of Inspection

Date and Time; AM or PM (AM= 8:00-11:30, PM 12:00-5:00)

(Any time prior to 8:00 and/or after 5:00 are special inspection requests at a rate/fee of \$150.00 per hour.)

Contact information

Inspections are performed Monday through Friday and requests must be made by 3:30 pm for next business day inspections.

* Remember, the inspection line is for Building Department inspection requests only. If you would like to speak to an inspector, please call (386) 775-5423 and the Building Department staff will direct your call.

[Building Division Frequently Asked Questions](#)

Building Department Services are provided by:

PDCS LLC

3361 Rouse Road, Suite 210

Orlando, FL 32817

Ph: (407) 277-9795

Fax: (407) 277-6863

www.pdcslc.com

Related Links:

[Code of Ordinances](#)