

Save Time – Go Online

- ✓ View each phase of Plans Review anytime
- ✓ Sign up for email notification of your status
- ✓ Forward results to your design professional
- ✓ See updates in Real Time
- ✓ Track information and permit status as it is reviewed by divisions

Commercial Plans Review Status

Follow the progress of your plans review
by entering website address:

www.orangecountyfl.net/ebuilding/planreview/cpr.asp

Project Number: **B** _____

Authorization Number: _____

**Any questions, please contact Plans
Coordination at 407-836-5760**



DIVISION OF BUILDING SAFETY PLANS COORDINATION

COMMERCIAL PERMIT INFORMATION

www.ocfl.net/building



Plan Review Submittal Information

- New construction requires 9 sets of signed and sealed plans and will take approximately 21 days per submittal.
- Alterations require 6 sets of signed and sealed plans and will take approximately 7 days per submittal.
- To check status of plans review, please call our automated system at 407-836-2825 or access our web page at:

www.orangecountyfl.net/ebuilding/planreview/cpr.asp

- ***Please do not contact Plans Coordination or reviewing Divisions for status until time period is up.***

Submittal Information for Corrections

- Corrections for new construction require 9 sets of signed and sealed plans.
- Corrections for alterations require 6 sets of signed and sealed plans.
Exception: If only one division denies the project, please contact Plans Coordination at 407-836-5760 for plan submittal requirement.
- Payment of re-submittal fee will be due at the time of the 3rd plan review submittal. *No Exceptions.*
For applicable re-submittal fee please contact Plans Coordination at 407-836-5760 or refer to the Commercial Review Permit Fee Schedule (**Form 120**) at:

www.orangecountyfl.net/reference/forms-files

Persons Authorized To Pull Permit(s)

- Licensed General Contractor and/or Building Contractor is required to pull a permit.

Exceptions:

- For permits with a Building Division value of \$1,000.00 or less, a tenant with a notarized letter from the property owner authorizing them to do the work and pull the permit.
- For permits with a Building Division value of \$75,000.00 or less, owner of the property. The owner must own and use property for own business use.

Documentation Required To Pick Up Permit(s):

- Page 2 (Building Permit Application Information) of the application, signed by the owner of the property and contractor. Both signatures must be notarized. One original is needed for each application.
Exception: Not required if Building Division value is \$2,500 and under.
- Notarized Power of Attorney from contractor specifying project name, project number and address (for each plan submittal); if the licensed contractor does not appear in person.
- Certified copy of recorded Notice of Commencement.
- Payment. We accept business/personal checks, cash, Visa, MasterCard, American Express, debit cards.

Information Letters

- An Information letter will state that a project permit is ready to be issued and will include all pending fees. Financial institutions will frequently ask for these letters for financing. To request an information letter please submit a written request to the Senior Permit Analyst, Plans Coordination, Orange County Building Division, 201 S. Rosalind Avenue, Orlando, Florida 32801 and a check payable to Orange County Division of Building Safety for \$16.00. Please allow 24 hours for request to be processed.

Revisions

Please contact Plans Coordination at 407-836-5760 for requirements on submitting revisions after permit issuance.

Permit Extensions

- To request an extension submit a written request to the Senior Permit Analyst, Plans Coordination, Orange County Building Division, 201 S. Rosalind Avenue, Orlando, Florida 32801 and a check payable to Orange County Division of Building Safety for \$31.00. *Please note extensions are only valid for 90 days and are granted only once per permit. Permit must be in an active status to qualify for an extension.*
- If additional information is required, please contact Plans Coordination at 407-836-5760.