



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/ADDITION TO SFR RES/SADD (census class 434) 1 in bldg-Y in radon		Permit Number: P _____
Description of Permit Use: This permit is issued to construct an addition to a Single Family Residence, Mobile Home, Modular Home or Park Model		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder, (if in a Mobile Home Park, Park Manager must sign application prior to submittal) <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)		<ul style="list-style-type: none"> ● Inspection 1: Foundation - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 ● Inspection 1 (Alt. for mono slab) Underground Plumbing - All under slab water and drainage piping installed and under required tests: Inspection code 1190 ● Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 ● Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 ● Inspection 4: Exterior

<ul style="list-style-type: none"><input type="checkbox"/> Energy Calculations 2 sets + 1 cover page (if applicable)<input type="checkbox"/> 2 Engineered Truss Plans signed and sealed (if applicable)<input type="checkbox"/> Subcontractor Cards with postage stamps attached.	<p>Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025</p> <ul style="list-style-type: none">• Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026• Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385• Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed Inspection Code 1390• Inspection 8: Framing and Rough-ins - Roof, interior and exterior walls completed and dried in. All other trades rough-in completed and house ready for insulation and drywall. Inspection Code 1035• Inspection 9: Insulation - Framing and rough-ins approved and all insulation and related components and inspection guides installed; ready for
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	<p>drywall. Inspection Code 1050</p> <ul style="list-style-type: none"> • Inspection 10: Sewer - Sewer line from building connected to approved sewer or septic system and under required test. Inspection code 1215 • Inspection 11: Water Service – Water service piping installed and under working or test pressure; open ditch. Inspection Code 1205 • Inspection 12: Building final – Addition to SFR completed inside and out; all appliances and electrical devices hooked up and fully energized. Irrigation system completed if listed with other subs. Inspection Code 1080
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Workflow: Once this permit is initialized it will be routed to [Building, Zoning, Engineering, and if on septic and/or well, routed to Health Department](#)

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering	
Environmental	
Health (septic)	

Additional Information:

- Some inspection types are allowed to be out of the prescribed numerical order.
- Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction.
- Remember to check the address for SFR.
- A Plan Review fee is required at time of submittal.
- Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department.

*Need specific details of the addition (bedroom, bathroom, etc...) and must have interconnectivity to primary residence under air.
*Slab only will be reviewed to meet development standards for any future structure(s).
*If in a Mobile Home Park, Park Manager must sign application prior to submittal . Site plan must include measurements between all free standing structures including neighboring structures as well as standard site plan requirements.

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax, other than truss engineering & energy calcs, (no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for
Fax Number: 407-742-0202*



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400

Kissimmee, FL. 34741

407-742-0200

Permit Type: RESIDENTIAL/ALUMINUM CARPORT RQ/SOTH (census class-434) 1 in bldg		Permit Number: P _____
Description of Permit Use: This permit is issued to construct an aluminum carport to a Single Family Residence, Mobile Home, Modular Home or Park Model; attached or free standing.		
Required Documents:	Required Inspections & Description:	
<ul style="list-style-type: none"><input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder,(if in a Mobile Home Park, Park Manager must sign application prior to submittal)<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 -(record and certify @ Courthouse –Recording Department)<input type="checkbox"/> Complete Site Plan showing the following:<ul style="list-style-type: none"><input type="checkbox"/> Full legal description<input type="checkbox"/> Lot dimensions and lot #<input type="checkbox"/> Street or road location and name in its proper location<input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines)<input type="checkbox"/> Location, length, and width of all recorded easements (if any)<input type="checkbox"/> Location of proposed and/or existing driveway<input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.<input type="checkbox"/> 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)	<ul style="list-style-type: none">• Inspection 1: Building Final – Car Port completed as permitted. Inspection code 1080	
Work Flow: Once this permit is initialized it will be routed to Building for review of engineered drawings. Routed to Zoning, Engineering, Environmental, Health		

Department if on septic and/or well, for site plan review.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code Compliant
Zoning	Must meet development standards
Engineering	
Health Department(if on septic)	
Environmental	
Additional Information:	
<ul style="list-style-type: none"> • If in a Mobile Home Park, Park Manager signature must sign application prior to submittal. • Site Plan must include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax,(if it does not require sealed engineered drawings)no larger than legal size, it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for
Fax Number: 407-742-0202*



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<p>Permit Type: RESIDENTIAL/ BOAT DOCK-BOATHOUSE RES/SOTH (census class-434) 1 in bldg</p>		<p>Permit Number: P _____</p>	
<p>Description of Permit Use: This permit is issued to construct a residential boat house or dock.</p>			
<p>Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder, (if in a Mobile Home Park, Park Manager must sign application prior to submittal) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings. Signed and sealed. <input type="checkbox"/> 2 copies of approval letter from the Department of Environmental Protection (see below for contact information). <input type="checkbox"/> Sub contractor cards with postage (if applicable.) 		<p>Required Inspections & Description:</p> <p>For Boat House and Dock:</p> <ul style="list-style-type: none"> • Inspection 1: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 2: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026 • Inspection 3: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385 • Inspection 4: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed Inspection Code 1390 • Inspection 5: Framing and Rough-ins - Roof, interior and exterior walls completed and dried in. Any other trade’s rough-in completed and boat house/dock ready for insulation or drywall (if called for). Inspection Code 1035 • Inspection 6: Building Final - Boat House/Dock completed and ready for use. Inspection Code 1080 <p>For Dock only:</p> <ul style="list-style-type: none"> • Inspection 1: Building Final - Dock completed and ready for use. Inspection Code 1080 	

Work Flow: Once this permit is initialized it will be routed to Building for review of engineered drawings. Routed to Zoning, Engineering, Lakes Management, for approval of Site Plan.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet (side setbacks) of the development standards
Engineering	
Environmental	
Additional Information:	
<ul style="list-style-type: none"> • This permit will require a Plan Review Fee to be paid at the time of submittal. • If there is a boathouse in addition to a boat dock, it must be called out on application, along with the standard site plan requirements. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • Should boat dock/boathouse be located in a Mobile Home Park, contractor must apply for permit. Park Manager must sign application prior to submittal. • If you would like to contact the DEP (Department of Environmental Protection), please visit their website at http://www.dep.state.fl.us/southwest/erp/docks.htm or call (813) 632-7600. 	

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax,(if it does not require sealed engineered drawings)no larger than legal size, it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202

FOR IMMEDIATE RELEASE: August 15, 2008

CONTACT: Dee Ann Miller, (850) 245-2112 office or (850) 519-2898 cellular

DEP SIMPLIFIES DOCK SELF-CERTIFICATION PROCESS

--Department adds simultaneous U.S. Army Corps of Engineers authorization to online self-certification program for single-family docks--

TALLAHASSEE – As part of an ongoing commitment to improve services to the public and reduce burdensome paperwork and wait time, the Florida Department of Environmental Protection (DEP), in coordination with the U.S. Army Corps of Engineers has expanded the existing online self-certification process for certain small, private single-family docks. Now in addition to the state authorization, the public can receive authorization from the U.S. Army Corps of Engineers in the form of a Self-Certification State Programmatic General Permit (SPGP) or receive immediate confirmation that a qualifying proposed single-family structure is exempt from permit requirements.

“The Department has expanded the online single-family dock self-certification process to enable the public to obtain both federal and state authorizations electronically at one time,” said DEP Deputy Secretary Mimi Drew. “Having applications available electronically is one way the agency is furthering our commitment to improving customer service and expanding online access to information.”

The application can be used only one time per parcel of land and cannot be used in environmentally sensitive areas such as manatee protection zones, some aquatic preserves, and the Florida Keys. The application must receive a state self-certification authorization to be eligible for the federal authorization.

To receive an exemption letter through self-certification, users log into the system, type in their address and identify the location of the proposed dock using provided GIS mapping software and aerial photography. Once the location is identified, the system presents the user with the appropriate state building criteria. When the user agrees to build in accordance with the dock criteria, a certification is emailed to the user, which must be printed out and displayed on the dock during construction. Then, if available in the indicated location, the user can proceed to the federal section, review and agree to follow the appropriate federal criteria, and receive a SPGP certification by email as well. DEP will continue to inspect single-family docks statewide for compliance.

To report illegal dock construction contact the appropriate DEP District Regulatory Office as shown at <http://www.dep.state.fl.us/secretary/dist/default.htm>.

For more information on environmental resource permitting, visit <http://www.dep.state.fl.us/water/wetlands/erp/index.htm>. To log into the self-certification Web site, visit <http://appprod.dep.state.fl.us/erppa/>.



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Permit Type: RESIDENTIAL/DEMOLITION RQ/DEMO (census- 645)		Permit Number : P _____
Description of Permit Use: This permit is issued for the complete demolition and cleanup of a residential type structure.		
Required Documents:	Required Inspections & Description:	
<ul style="list-style-type: none"><input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department)	<ul style="list-style-type: none">• Inspection 1: Building Final - Verify that structure has been removed and debris is cleaned up. Inspection Code1080	
WorkFlow: Once this permit is initialized, it is issued over the counter.		
Additional Information: *Be sure to give detailed description of what is being demolished		

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Osceola County Growth Management Division

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Kissimmee, FL. 34741

407-742-0200

Permit Type:

RESIDENTIAL/DETACHED GARAGE

RES/SOTH (census class 434) 1 in bldg

Permit Number:

P_____

Description of Permit Use: This permit is issued to construct a residential detached garage.

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department)
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.
- 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida

Required Inspections & Description:

- Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000
- Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011
- Inspection 3: (If applicable) Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020
- Inspection 4: Framing and Rough-ins - Roof, interior and exterior walls completed and dried in. All other trades rough-in completed and house ready for insulation and drywall. Inspection Code 1035
- Inspection 4: Building Final: Garage completed as permitted. Inspection Code 1080

product approval.) <input type="checkbox"/> 2 Engineered Truss Plans signed and sealed (if applicable) <input type="checkbox"/> Sub contractor cards with postage stamps attached.	
Workflow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, if on septic route to Health Department, if on list route to Environmental.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering	
Health (septic)	
Environmental	
Additional Information:	
<ul style="list-style-type: none"> • Before permitting this structure, there must be a primary dwelling on same parcel. • If this is a secondary garage, it is reviewed as a storage building and it must comply with the C.U.S.S. standards of the Land Development Code. Should this structure exceed 750 sq ft, it must be authorized as a Special Exception by the Board of Adjustment; however, it cannot exceed the conditioned square footage of the primary dwelling. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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For any additional information, you may contact the Permitting Office

Phone Number: 407-742-0200

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Fax Number: 407-742-0202



Osceola County Growth Management Division

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407-742-0200

Permit Type: RESIDENTIAL/FENCE FENCE/ RQ (census class 434) 1 in bldg		Permit Number: P _____
Description of Permit Use: This permit is issued to construct a fence.		
Required Documents:	Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)	<ul style="list-style-type: none"> • Inspection 1: Building Final - Fence and all gates completed. Inspection Code 1080 	
WorkFlow: Once this permit is initialized it will be issued over the counter. Waive Zoning and Development Review Fee. Check y in screen 2 for fence.		
Approvals:	Approval Criteria:(Requirements for Dept. Approval)	
Additional Information: -Need to know type of fencing , height , length and number of gates		

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Kissimmee, FL. 34741
407-742-0200

Permit Type: RESIDENTIAL/GAZEBO RES/SOTH (census class-434) 1 in bldg		Permit Number: P _____
Description of Permit Use: This permit is issued to construct a gazebo.		
Required Documents:	Required Inspections & Description:	
<ul style="list-style-type: none"><input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder,(if in a Mobile Home Park, Park Manager must sign application prior to submittal)<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500-(record and certify @ Courthouse –Recording Department)<input type="checkbox"/> Complete Site Plan showing the following:<ul style="list-style-type: none"><input type="checkbox"/> Full legal description<input type="checkbox"/> Lot dimensions and lot #<input type="checkbox"/> Street or road location and name in its proper location<input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines)<input type="checkbox"/> Location, length, and width of all recorded easements (if any)<input type="checkbox"/> Location of proposed and/or existing driveway<input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.<input type="checkbox"/> 2 Construction plans/ drawings and roofing materials (any materials that require Florida product approval.)	<ul style="list-style-type: none">•	

Workflow: Once this permit is initialized it will be routed to Building for review of engineered drawings. Routed to Zoning, Engineering, Health Department if on septic and/or well, for site plan review.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code Compliant
Zoning	Must meet development standards
Engineering	
Health Department(if on septic)	
Environmental (if stand alone not attached to roof and on septic)	
Additional Information:	
<ul style="list-style-type: none"> • If in a Mobile Home Park, Park Manager signature must sign application prior to submittal. • Site Plan must include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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<p>Permit Type: RESIDENTIAL/GLASS ROOM-BLOCK/FRAME/ALUMINUM P _____</p> <p>RES ADDITION (census class 434)</p> <p>1 in bldg-Y in Radon</p> <p>If room is existing and being converted into glass room, it will be RQ/SALT (census class 434)</p>		<p>Permit Number</p>
<p>Description of Permit Use: This permit is issued to construct a glass room on an SFR(Single Family Residence), Mobile Home, Modular Home or Park Model out of block, wood or aluminum.</p>		
<p>Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder,(if in a Mobile Home Park, Park Manager must sign application prior to submittal) <input type="checkbox"/> Power of Attorney if applicable <input type="checkbox"/> Proof of Ownership(warranty deed, tax bill or Property Appraiser printout) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500-(record and certify @ Courthouse-Recording Dept) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements, (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use and description of all buildings on the property <input type="checkbox"/> 2 Construction plans/drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, 		<p>Required Inspections & Description:</p> <ul style="list-style-type: none"> • Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel/Beam/Down cell - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4 Framing & Rough-ins – Roof trusses set, sheeted and dried in, interior and exterior walls completed and dried in. All other trades rough-ins completed and house ready for insulation and drywall. • Inspection 5: Insulation - Framing & Rough-ins approved and all insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 6: 1080 Building final – Glass Room completed inside and out; all electrical devices hooked up and fully energized.

skylights and roofing materials-any materials that require Florida product approval <input type="checkbox"/> Energy Calculations 2 sets + 1 cover page (if applicable) <input type="checkbox"/> 2 Engineered Truss Plans signed & sealed (if applicable) <input type="checkbox"/> Subcontractor Card(s) with postage attached	
Workflow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, Environmental, if on septic route to Health Department	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering	
Environmental	
Health (septic)	
Additional Information:	
<ul style="list-style-type: none"> ● A Plan Review Fee is required at time of submittal. ● Electrical permit is required and needs to be pulled separately ● If in a Mobile Home Park, Park Manager signature must be on application at time of submittal. Site Plan must include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements. ● Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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*For any additional information, you may contact the Permitting Office
 Phone Number: 407-742-0200*

**You may submit a revision by fax,(if it does not require sealed engineered drawings) no larger than legal size, it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/GREENHOUSE RES/SOTH (census class-434) 1 in bldg		Permit Number: P _____	
Description of Permit Use: This permit is issued to construct greenhouse(s)			
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder. <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500-(record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings and roofing materials (any materials that require Florida product approval.) 		Required Inspections & Description:	
WorkFlow: Once this permit is initialized it will be routed to Building for review of engineered drawings. Routed to Zoning, Engineering, Health Department if on septic and/or well, for site plan review.			
Approvals:		Approval Criteria:(Requirements for Dept. Approval)	
Building		Code Compliant	
Zoning		Must meet development standards	
Engineering			
Health Department(if on septic)			

Environmental (if stand alone not attached to roof and on septic)	
Additional Information:	
<ul style="list-style-type: none"> • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/HANDICAP RAMP RES/SOTH (census class-N/A) 1 in bldg		Permit Number: P_____
Description of Permit Use: This permit is issued to construct a handicap ramp on a Single Family Residence, Mobile Home, Modular Home or Park Model		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder, (if in a Mobile Home Park, Park Manager must sign application prior to submittal) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 copies of detailed plans for construction of the handicap ramp sealed drawings. 		Required Inspections & Description: <ul style="list-style-type: none"> • Inspection 1: Building Final - Entire scope of job completed. Inspection Code 1080
WorkFlow: Once this permit is initialized it will be routed to Building for review.		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Building		Detailed plans for construction of the handicap ramp (no sealed required)

Zoning	*Must meet development standards
Additional Information:	
<ul style="list-style-type: none"> • Waive Zoning and Fire fee • Permitting and Plan review may allow exceptions to this whereby a ramp with only a small rise could be built w/o permit or plans; not sure of dimensions to qualify for exemption. • Should ramp be roofed over or covered, it will be reviewed by the Zoning Dept. along with standard site plan requirements. • If in a Mobile Home Park, Park Manager must sign application prior to submittal. • Site Plan must include measurements between all free standing structures including neighboring structures, as well as the standard site plan requirements. 	

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
Kissimmee, FL. 34741
407-742-0200

Permit Type:**RESIDENTIAL/ ALTERATION**

RES/SALT (census class 434) 1 in bldg

Permit Number :**P** _____**Description of Permit Use:** This permit is issued to make alterations to an SFR (Single Family Residence)**Required Documents:**

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department)
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.
- 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)
- Energy Calculations 2 sets + 1 cover page (if applicable)
- Sub contractor Cards with postage stamps attached.

Required Inspections & Description:

- Inspection 1: Framing and Rough-ins – inspection of any new walls, windows or new framing members, electrical wiring, plumbing or mechanical ductwork installed. Inspection Code 1035
- Inspection 2: Insulation – any new or previously disturbed batt insulation installed after Framing & Rough-ins approved. Inspection Code 1050
- Inspection 3: Building Final – All alterations completed and all components restored; electrical, plumbing or mechanical. Inspection Code 1050

Workflow: Once this permit is initialized it will be routed to Building. If adding living space route to Zoning, Engineering and Health if on septic.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning (if garage conversion)	
Additional Information:	
<ul style="list-style-type: none"> • This type of permit should not allow any addition outside the original footprint of the residence. • Must state specific details of the alteration on the application and cloud area of work on site plan in addition to the standard site plan requirements. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • If this is for a garage enclosure, a detailed floor plan identifying the room(s) as well as existing, adjoining room(s) must be scanned for zoning review. Must show length and width of parking. Additional parking may be required per Chapter 7 of the Land Development Code. 	

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Phone Number: 407-742-0200

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/MOBILE HOME RES/ MOBILE HOME (census class-N/A)		Permit Number: P _____
Description of Permit Use: This permit is issued to replace or install a new Mobile Home/Manufactured Home or Modular Home		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder (if in Mobile Home Park, Park Manager must sign application at time of submittal) <input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Utility Affidavit <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Mobile home set up packets <input type="checkbox"/> Sub contractor cards with postage stamps 		Required Inspections & Description: <ul style="list-style-type: none"> • Inspection 1: Mobile Home Set – Final: Mobile Home set, blocked and tied down per tie-down plan. All utilities connected; water, sewer or septic tank. Mechanical equipment and electric service installation complete. Inspection code 1280
Work Flow: Once this permit is initialized it will be routed to Building for review of set up. Routed to Zoning, Engineering, Health Department if on septic. Environmental may need to see if on septic and on the subdivision list provided by Environmental		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)

Building	
Zoning	Must meet development standards
Engineering	
911 addressing	
Impact fee specialist	
Health Department(if on septic)	
Environmental (if on septic and on subdivision list)	
Additional Information:	
<ul style="list-style-type: none"> • If in a Mobile Home Park, Park Manager signature must be on application prior to submittal. • Site Plan must include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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Phone Number: 407-742-0200*

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

<p>Permit Type: RESIDENTIAL/ MODEL HOME - SALES OFFICE RES (census class) Y in Radon</p>		<p>Permit Number: P _____</p>	
<p>Description of Permit Use: This permit is issued to construct a Model Home /Sales Office</p>			
<p>Required Documents:</p>		<p>Required Inspections & Description:</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Address Notification Form from Public Safety / 911 Addressing <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. 		<ul style="list-style-type: none"> • Inspection 1: Foundation - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 • Inspection 1 (Alt. for mono slab) Underground Plumbing - All under slab water and drainage piping installed and under required tests: Inspection code 1190 • Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented and reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 • Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020 • Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025 • Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026 • Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385 • Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed Inspection Code 1390 • Inspection 8: Framing and Rough-ins - Roof, interior and exterior walls completed and dried in. All other trades rough-in completed and house ready for insulation and drywall. 	

<ul style="list-style-type: none"> <input type="checkbox"/> Model Home/Sales Office shall comply with Chapter 14 of the Land Development Code. <input type="checkbox"/> Site Plan shall include off street parking spaces (one of which must meet ADA requirements), their dimensions & type of parking surface (all on one site plan). <input type="checkbox"/> 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.) <ul style="list-style-type: none"> <input type="checkbox"/> Energy Calculations 2 sets + 1 cover page (if applicable) <input type="checkbox"/> 2 Engineered Truss Plans signed and sealed (if applicable) <input type="checkbox"/> Sub contractor cards with postage stamps attached. 	<p>Inspection Code 1035</p> <ul style="list-style-type: none"> • Inspection 9: Insulation - Framing and rough-ins approved and all insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050 • Inspection 10: (opt.) Temp. Const. Power Pole – Alternate to T.U.G. Program. Temp. Pole set, ready for Power Co. hook up. Can be requested any time after permit issued. Inspection Code 1120 • Inspection 10: (alt.) Temporary Underground or T.U.G. – Based on participation in the T.U.G. Program; underground electric service completed with G.F.C.I., mounted on wall. Usually requested any time after lintel poured. Inspection Code 1125 • Inspection 11: Sewer - Sewer line from building connected to approved sewer or septic system and under required test. Inspection code 1215 • Inspection 12: Water Service – Water service piping installed and under working or test pressure; open ditch. • Inspection 13: Pre-Power - Residential/Model Home – Sales Office mostly completed and electrically safe. All electric devices and equipment connected and ready for use. Inspection Code 1175 • Inspection 14: Building final - Residential/Model Home – Sales Office completed inside and out; all appliances and electrical devices hooked up and fully energized. Irrigation system completed if listed with other subs. Inspection Code 1080
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Workflow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, Impact Fees, 911 Addressing ,Environmental ,and if on septic route to Health Department

Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering Environmental	
Health (septic)	
Additional Information:	

- Accessible parking and accessible route to model homes also required for this type permit.
- Some inspection types are allowed to be out of the prescribed numerical order.
- Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction.
- Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department.

NOTE: a separate permit will be required to convert Model Home/Sales Office to a single family residence

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Phone Number: 407-742-0200

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

<p>Permit Type: RESIDENTIAL/SWIMMING POOL RQ/POOL (census class 434) Put 1 in building</p>		<p>Permit Number : P _____</p>
<p>Description of Permit Use: This permit is issued to construct a Residential Pool or erect an Above Ground Pool.</p>		
<p>Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings. (If master filed must submit copy of drawings stamped by the Building Office.) <input type="checkbox"/> Sub contractor card for the electrical sub with postage stamp. <input type="checkbox"/> Pool Barrier Affidavit 		<p>Required Inspections & Description:</p> <p>For site built concrete or gunite pools:</p> <ul style="list-style-type: none"> • Inspection 1: Pool Steel and Ground – Pool dug, and reinforcing steel grid in place. Lighting and required bonding in place. Pool piping stubbed out and anti-entrapment drains installed. Inspection Code 1090 • Inspection 2: Pool Piping – Pool piping connected and ran back to pump location with pressure test at 35 psi min. Can be done with Deck (1100) inspection; no open ditch inspection required. Inspection Code 1095 • Inspection 3: Pool Deck – Deck surface compacted and prepped for concrete pour with required equipotential bonding in place. Vapor barrier and termiticide in place where deck meets existing structures. Inspection Code 1100 • Inspection 4: Pool Final - Pool completed with all equipment installed and operational. Pool alarm or barrier in place. Inspection Code 1100 <p>For Above Ground Pool installation:</p> <ul style="list-style-type: none"> • Inspection 1: Pool Final – Above Ground Pool complete and fully operational.

Work Flow : Once this permit is initialized it will be routed to Building, Zoning, Engineering, Environmental, if on septic route to Health Department	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering Environmental	
Health(if on septic)	
Additional Information:	
<ul style="list-style-type: none"> • Remember to check the address for SFR • Pool Barrier Affidavit may not be required for Above Ground Pool installation. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • Setbacks from waters edge, pool edge & deck to property lines must be shown. 	

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Fax Number: 407-742-0202*



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/POOL SCREEN ENCLOSURE RQ/SCREEN (census class 434) 1 in bldg		Permit Number : P _____
Description of Permit Use: This permit is issued to construct a pool enclosure.		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings.(If master filed must have master file letter and or drawings stamped by the Building office.) 		Required Inspections & Description: <ul style="list-style-type: none"> • Inspection 1: Final – Pool Screen Room completed as permitted. Pool screen bonded to equipotential grid if required. Inspection code 1080
Work Flow : Once this permit is initialized it will be routed to Building, Zoning, Engineering, if on septic route to Health Department		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Building		Code compliant
Zoning		Must meet development standards
Engineering		

Health	
<p>Additional Information:</p> <ul style="list-style-type: none"> • Ask if it is an aluminum or screen roof (or any portion thereof), must be in description as well as on application. • Reference the pool # in LHN same for screen # under pool permit. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • On the site plan – the pool must be shown as well. • If any portion of the roof is hard or solid, it needs to be stated by size & description on application and identified on site plan as well as dimensions along their appropriate sides. • Pool permit must be issued prior to this permit or in conjunction with. 	

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax, (if it does not require sealed engineered drawings) no larger than legal size, it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for
Fax Number: 407-742-0202*



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/PUMPHOUSE RES/SOTH (census class-N/A)		Permit Number: P _____	
Description of Permit Use: This permit is issued to construct a pump house			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder. <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 -(record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings and roofing materials (any materials that require Florida product approval.)			
Workflow: Once this permit is initialized it will be routed to Building for review of engineered drawings. Routed to Zoning, Engineering, Health Department if on septic and/or well, for site plan review.			
Approvals:		Approval Criteria:(Requirements for Dept. Approval)	
Building		Code Compliant	
Zoning		Must meet development standards	
Engineering			
Health Department(if on septic)			
Environmental (if stand alone not attached to roof and			

on septic)	
Additional Information:	
<ul style="list-style-type: none"> Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/RV-PARK MODEL RES/ RV PARK MODEL (census class N/A)		Permit Number: P_____
Description of Permit Use: This permit is for installing or replacing a park model		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder (if in Mobile Home Park, Park Manager must sign application prior to submittal)		
<input type="checkbox"/> Address Notification Form from Public Safety/911 Addressing (if applicable)		
<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)		
<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse –Recording Department)		
<input type="checkbox"/> Utility Affidavit		
<input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. 		
<input type="checkbox"/> 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)		
<input type="checkbox"/> Energy Calculations 2 sets + 1 cover page (if		

applicable) <input type="checkbox"/> Subcontractor Cards with postage stamps attached.	
Workflow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, 911 Addressing, Impact Fees, if on Septic route to Health Department. May be on list for Environmental	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering	
911 Addressing	
Health (septic)	
Environmental (septic)	
Additional Information:	
<ul style="list-style-type: none"> • Wave Fire fee. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • If in a Mobile Home Park, Park Manager must sign application prior to submittal. Site plan must include measurements between all free standing structures including neighboring structures as well as standard site plan requirements. 	

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Phone Number: 407-742-0200*

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/SCREEN ROOM RQ/SCREEN (census class 434)		Permit Number: P_____	
Description of Permit Use: This permit is issued to construct a screen room.			
Required Documents:		Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder, (if in a Mobile Home Park, Park Manager must sign application prior to submittal)		<ul style="list-style-type: none"> • Inspection 1: Building Final – Screen Room completed as permitted. Inspection code 1080 	
<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)			
<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)			
<input type="checkbox"/> Complete Site Plan showing the following:			
<input type="checkbox"/> 2 Construction plans/ drawings. (If master filed, must submit letter copy of letter from engineer.)			
<input type="checkbox"/> Full legal description			
<input type="checkbox"/> Lot dimensions and lot #			
<input type="checkbox"/> Street or road location and name in its proper location			
<input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines)			
<input type="checkbox"/> Location, length, and width of all recorded easements (if any)			
<input type="checkbox"/> Location of proposed and/or existing driveway			
<input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.			
Workflow: Once this permit is initialized it will be routed to Building, Zoning & Engineering if on septic route to Health Department.			
Approvals:		Approval Criteria:(Requirements for Dept. Approval)	
Building		Code compliant	
Zoning		Must meet development standards	

Engineering	
Health	
Additional Information:	
<ul style="list-style-type: none"> • Ask if it is an aluminum or screen roof, must be in description as well as on application. • Whichever portion of the roof is screened and/or solid, it must be identified on the site plan with the dimensions along their appropriate sides as well. • If in a Mobile Home Park, Park Manager signature must be on application at time of submittal. Site Plan must include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. 	

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Phone Number: 407-742-0200*

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Fax Number: 407-742-0202*



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
Kissimmee, FL. 34741
407-742-0200

Permit Type: RESIDENTIAL/SHED

Permit Number: P_____

RES/ (census class 434)

RQ if Shed is under 200 Sq. Ft.

If over 200 Sq. Ft. or site built, then it is a RES/ Shed 434

(We have approved shed plans for 10 X 10 only)

Description of Permit Use: This permit is issued to construct or install a Residential Shed or Storage Building.

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder, (if in a Mobile Home Park, Park Manager must sign application)
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is \$2500 or greater- (record and certify @ Courthouse –Recording Department)
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all

Required Inspections & Description:

For site built sheds:

- Inspection 1: Footings - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000
- Inspection 1(alt.): Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire in place; ready for concrete placement. Inspection Code 1010 or 1011
- Skip Inspection 1 if shed to be installed on wooden skids or floor with approved tie-downs
- Inspection 2: Framing – Roof and exterior completed, all exterior sheathing complete. Inspection Code 1030
- Inspection 3: Building Final – Shed completed as permitted. Inspection Code 1080

For D.C.A approved pre-manufactured sheds:

- Inspection 1: Building Final – Shed set in place, anchored or tied down per manufacturer's specifications. Inspection Code 1080

<p>buildings on the property.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 Construction plans/ drawings. Signed and sealed if built from ground up (Stick Built) <input type="checkbox"/> (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.) <input type="checkbox"/> 2 copies of manufactured specifications and tie down on shed (if pre-fabricated) 	
<p>WorkFlow: Once this permit is initialized route to Building, Zoning, Engineering, if on septic route to Health Department.</p>	
<p>Approvals:</p>	<p>Approval Criteria:(Requirements for Dept. Approval)</p>
<p>Building</p>	<p>Code compliant</p>
<p>Zoning</p>	<p>Must meet development standards</p>
<p>Engineering</p>	
<p>Health</p>	
<p>Additional Information:</p>	
<ul style="list-style-type: none"> • A Plan Review fee is required at time of submittal. • Remember to check the address for SFR. • For property serviced by well and/or septic, please see attached for Health Department requirements. • Applications for the Health Dept. may be obtained from the Permitting Department. • For installations within a Mobile Home Park, the application must be signed by the Park Manager prior to submittal. • Site Plan shall include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements. 	

<ul style="list-style-type: none"> • Some inspection types are allowed to be out of the prescribed numerical order. • Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction. 	
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*Before permitting this structure, there must be a primary dwelling on same parcel.
 *This structure must comply with the C.U.S.S. Standards of the Land Development Code. Should this structure exceed 750 s/f, it must be authorized as a Special Exception by the Board of Adjustment; however, it can **not** exceed the conditioned square footage of the primary dwelling.

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/SHUTTERS RES/SOTH (census class N/A) 1 in bldg		Permit Number: P _____
Description of Permit Use: This permit is issued to install or construct Shutters.		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500 - (record and certify @ Courthouse – Recording Department) <input type="checkbox"/> 2 Copies of Manufactured Specifications on shutters. (If building from scratch must have 2 sets of engineered drawings.) 		Required Inspections & Description: <ul style="list-style-type: none"> • Inspection 1: Building Final – Shutters installed or constructed as permitted. Inspection Code 1080
Work Flow: Once this permit is initialized route to Building only.		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Building		Code compliant
Additional Information: <ul style="list-style-type: none"> ● Waive Zoning and Fire fees ● If shutters are pre-built, permit will be issued over the counter 		

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
Kissimmee, FL. 34741
407-742-0200

Permit Type:

RESIDENTIAL/SINGLE FAMILY RESIDENCE

RES/SNEW(census 101)

Check Y in Radon and 1 in Building

If Master Filed need Master File Letter (no plans required for Master File)

Permit Number:

P _____

Description of Permit Use: This permit is issued to construct a new SFR (Single Family Residence)

Required Documents:

- Application for permit filled out in its entirety with **correct parcel number** and original notarized signature of license-holder or owner-builder
- Address Notification Form from Public Safety/911 Addressing (if applicable)
- Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)
- Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)
- Utility Affidavit
- Complete Site Plan showing the following:
 - Full legal description
 - Lot dimensions and lot #
 - Street or road location and name in its proper location
 - Setback distances of all existing and proposed buildings (measured from property lines)
 - Location, length, and width of all recorded easements (if any)
 - Location of proposed and/or existing driveway
 - Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.
- 2 Construction plans/ drawings. (Must include 2 sets of FBC compliance data for windows, exterior doors, garage doors, skylights and roofing materials (any materials that require Florida product approval.)

Required Inspections & Description:

- Inspection 1: Foundation - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000
- Inspection 1: (Alt. for mono slab) Underground Plumbing - All under slab water and drainage piping installed and under required tests: Inspection code 1190
- Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented. Reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011
- Inspection 3: Lintel - Concrete block or formwork completed with reinforcing steel in place; ready for concrete placement. Inspection Code 1020
- Inspection 4: Exterior Sheathing/Strapping – For framed wall sections; all exterior sheathing nailed off and strapping completed per plans. Vapor barrier not yet installed. Inspection Code 1025
- Inspection 5: Exterior Wall Dry-in/Flashing – All doors and windows installed and flashed. Any end wall flashing installed and vapor barrier attached. Inspection Code 1026
- Inspection 6: Roof Sheathing – All roof sheathing panels attached and nailed off per plans. Inspection Code 1385

- Energy Calculations 2 sets + 1 cover page (if applicable)
- 2 Engineered Truss Plans signed and sealed (if applicable)
- 2 Temporary Under Ground Forms (TUG)
- Subcontractor Cards with postage stamps attached.
- Include a site specific drainage plan or a copy of the original engineering improvement plan.

- Inspection 7: Roof – Dry-in/Flashing: Roof Dry-in material and all flashing installed Inspection Code 1390
- Inspection 8: Framing and Rough-ins - Roof, interior and exterior walls completed and dried in. All other trades rough-in completed and house ready for insulation and drywall. Inspection Code 1035
- Inspection 9: Insulation - Framing and rough-ins approved and all insulation and related components and inspection guides installed; ready for drywall. Inspection Code 1050
- Inspection 10: (opt.) Temp. Const. Power Pole – Alternate to T.U.G. Program. Temp. Pole set, ready for Power Co. hook up. Can be requested any time after permit issued. Inspection Code 1120
- Inspection 10: (alt.) Temporary Underground or T.U.G. – Based on participation in the T.U.G. Program; underground electric service completed with G.F.C.I., mounted on wall. Usually requested any time after lintel poured. Inspection Code 1125
- Inspection 11: Sewer - Sewer line from building connected to approved sewer or septic system and under required test. Inspection code 1215
- Inspection 12: Water Service – Water service piping installed and under working or test pressure; open ditch.
- Inspection 13: Pre-Power – SFR mostly completed and electrically safe. All electric devices and equipment connected and ready for use. Inspection Code 1175
- Inspection 14: Building final – SFR completed inside and out; all appliances and electrical devices hooked up and fully energized.

	Irrigation system completed if listed with other subs. Inspection Code 1080
Workflow: Once this permit is initialized it will be routed to Building, Zoning, Engineering, Impact Fees, 911 Addressing, if on septic route to Health Department, Check list for Environmental add to route if applicable	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning Environmental	Must meet development standards
Engineering	
Impact Fees	
911 Addressing	
Health (septic)	
Environmental	
Additional Information:	
<ul style="list-style-type: none"> • Some inspection types are allowed to be out of the prescribed numerical order. • Not every inspection variable could be listed here; if you have any questions call the Building Inspection Office prior to continuing construction. • Indicate number of stories, if bonus room over garage, etc...on application as well. • NOTE: If this is a Model Home/Sales Office, it must comply with Chapter 14 of the Land Development Code, and REFER TO CHECKLIST FOR MODEL HOME/SALES OFFICE requirements. • If this permit is converting a Model Home/Sales Office to a single family residence, please indicate on application and should garage be converted from a sales office back to a garage, required engery calcs. must be submitted. • If this is a Guest Home/Guest Suite, it must be called out on application & site plan.(The building plans must show accordingly) and comply with the C.U.S.S. standards of the Land Development Code. If this is a detached Guest Home or attached by breezeway to the primary residence with no interconnectivity to primary residence, it will require a separate address from 911 addressing and comply with the C.U.S.S. standards of the Land Development Code. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • -PLAN CHECK FEE REQUIRED AT TIME OF SUBMITTAL IF NOT MASTER FILED. 	

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Phone Number: 407-742-0200*

**You may submit a revision by fax—OTHER THAN ENERGY CALCS. OR TRUSS ENGINEERING, (no larger than legal size), as long as it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for
Fax Number: 407-742-0202*



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/SLAB WITH FOOTERS RES/SOTH (census class-N/A) 1 in bldg		Permit Number: P _____
Description of Permit Use: This permit is issued to construct a slab with footers (for future use or as stand alone)		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder,(if in a Mobile Home Park, Park Manager must sign application prior to submittal) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500-(record and certify @ Courthouse –Recording Department) <input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Full legal description <input type="checkbox"/> Lot dimensions and lot # <input type="checkbox"/> Street or road location and name in its proper location <input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines) <input type="checkbox"/> Location, length, and width of all recorded easements (if any) <input type="checkbox"/> Location of proposed and/or existing driveway <input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property. <input type="checkbox"/> 2 Construction plans/ drawings. 		Required Inspections & Description: <ul style="list-style-type: none"> <input type="checkbox"/> Inspection 1(Alt): Foundation - Footers excavated and reinforcing steel in place; ready for concrete placement. Inspection Code 1000 <input type="checkbox"/> Inspection 2: Mono Slab or Slab on Grade - Slab graded and compacted, vapor barrier in place, termite treatment completed and documented and reinforcing wire and or steel in place; ready for concrete placement. Inspection Code 1010 or 1011 <input type="checkbox"/> Inspection 3: Building final – Slab completed as permitted. Inspection Code 1080
WorkFlow: Once this permit is initialized it will be routed to Building for review of engineered drawings. Routed to Zoning, Engineering, Health Department if on septic and/or well, for site plan review.		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Building		Code Compliant
Zoning		Must meet development standards
Engineering		
Health Department(if on septic)		
Environmental (if stand alone not attached to roof and		

on septic)

Additional Information:

- If in a Mobile Home Park, Park Manager signature must sign application **prior to submittal**.
- Site Plan must include measurements between all free standing structures, including all neighboring structures in addition to the standard site plan requirements.
- Should the slab become hard-roofed, covered or enclosed, it will require separate permitting.
- Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department.

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*For any additional information, you may contact the Permitting Office
Phone Number: 407-742-0200*

**You may submit a revision by fax, (if it does not require sealed engineered drawings) no larger than legal size, it is legible and accompanied by a completed Transmittal Form containing Permit Number, Date, Address of Project, Contact Person, Phone Number and a detailed description of what the revision is for*

Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/VINYL SIDING/STUCCO RES/SOTH (census class N/A) 1 in bldg.		Permit Number : P _____
Description of Permit Use: This permit is issued for the application of Stucco or the installation of Vinyl Siding to an SFR.		
Required Documents:		Required Inspections & Description:
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder (If in a Mobile Home Park, Park Manager must sign application at time of submittal) <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse – Recording Department) <input type="checkbox"/> Vinyl Siding: 2 Copies of manufactured specifications on the siding being used. <input type="checkbox"/> Stucco: 2 copies of detailed drawings.		For the application of Stucco: <ul style="list-style-type: none"> • Inspection 1: Exterior Lath and Brick Tie - Requested prior to Stucco application. Inspection Code 1027 • Inspection 2: Building Final – Requested after Stucco application complete. Inspection Code 1080 For the installation of Vinyl Siding: <ul style="list-style-type: none"> • Inspection 1: Building Final – Requested after Vinyl Siding installation completed. Inspection Code 1080
Work Flow: Once this permit is initialized, it is issued over the counter.		
Approvals:		Approval Criteria:(Requirements for Dept. Approval)
Additional Information: <ul style="list-style-type: none"> • Wave Zoning & Fire fees • If in a Mobile Home Park, Park Manager signature must be on application at time of submittal. 		

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Osceola County Growth Management Division

1 Courthouse Square, Suite 1400
 Kissimmee, FL. 34741
 407-742-0200

Permit Type: RESIDENTIAL/WINDOW & DOOR REPLACEMENT RES/ SOTH (census class N/A) 1 bldg		Permit Number: P _____
Description of Permit Use: This permit is pulled if someone is replacing window(s) or door(s).		
Required Documents: <ul style="list-style-type: none"> <input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder <input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.) <input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department) <input type="checkbox"/> 2 Copies of Manufacturers Specifications on window or door being installed. 	Required Inspections & Description:	
Work Flow: Once this permit is initialized it will be routed to Building .		
Approvals:	Approval Criteria:(Requirements for Dept. Approval)	
Building	Code compliant	
Additional Information: <ul style="list-style-type: none"> • Waive Zoning and Fire fee • Be specific as to where the window and/or door replacement(s) will be done (i.e. Garage, House, Shed) 		

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Phone Number: 407-742-0200***

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Fax Number: 407-742-0202



Osceola County Growth Management Division

1 Courthouse Square, Suite 1400

Kissimmee, FL. 34741

407-742-0200

Permit Type: RESIDENTIAL/WOOD DECK RES/SOTH (census class N/A) 1 bldg		Permit Number : P_____
Description of Permit Use: This permit is issued to construct a residential wood deck.		
Required Documents:	Required Inspections & Description:	
<input type="checkbox"/> Application for permit filled out in its entirety with correct parcel number and original notarized signature of license-holder or owner-builder, (if in a Mobile Home Park, Park Manager must sign application at time of submittal)	<ul style="list-style-type: none">• Inspection 1: Building Final – Wooden Deck is completed as permitted. Inspection Code 1080	
<input type="checkbox"/> Proof of Ownership (warranty deed, tax bill or Property Appraiser printout.)		
<input type="checkbox"/> Notice of Commencement if cost of labor and materials is greater than \$2500- (record and certify @ Courthouse –Recording Department)		
<input type="checkbox"/> Complete Site Plan showing the following: <ul style="list-style-type: none"><input type="checkbox"/> Full legal description<input type="checkbox"/> Lot dimensions and lot #<input type="checkbox"/> Street or road location and name in its proper location<input type="checkbox"/> Setback distances of all existing and proposed buildings (measured from property lines)<input type="checkbox"/> Location, length, and width of all recorded easements (if any)<input type="checkbox"/> Location of proposed and/or existing driveway<input type="checkbox"/> Show size, (dimensions along appropriate sides), use, and description of all buildings on the property.		
<input type="checkbox"/> 2 Construction plans/ drawings.		

Signed and sealed if over 30 inches. If less than 30 inches no signed and sealed required, but must have detailed drawings.	
Work Flow: Once this permit is initialized it will be routed to Building, Zoning and Engineering, Environmental, and to Health Dept. if on septic.	
Approvals:	Approval Criteria:(Requirements for Dept. Approval)
Building	Code compliant
Zoning	Must meet development standards
Engineering Environmental	
Additional Information:	
<ul style="list-style-type: none"> • Should wood deck become hard roofed, covered or enclosed, it will require separate permitting. • Should property be serviced by well and/or septic, please see attached for Health Department requirements. Application can be obtained from the Permitting Department. • If in a Mobile Home Park, Park Manager signature must be on application at time of submittal and it must be a permitted use. Site Plan must include measurements between all free standing structures, including all neighboring structures, as well as standard site plan requirements. 	

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