

# TRANSMITTAL FORM

Permit Number:

## OSCEOLA COUNTY BUILDING OFFICE

1 Courthouse Square - Suite 1400, Kissimmee, FL 34741

Phone: (407) 742-0200 Fax: (407)742-0202

Revision Type:

Pending Revision Number:

Issued Revision Number:

Current Date:

Applicant Name:

Property Address:

Company:

Phone Number:

Email Address:

Check all the boxes that apply to your submission.

### Sealed Building Plans:

- Digital Signature
- Electronic Signature <sup>1</sup>
- Paper Submittal <sup>2</sup>

### Notes:

1) Electronic submissions must be digitally signed and sealed by the architect / engineer.

2) If submitting paper plans, printed copies of digital signatures are not accepted. Paper plans must be sealed via stamp or crimp.

3) Effective February 1, 2009, a fee of .001 X the construction cost or a \$20.00 minimum fee will be charged for any commercial/multi-family revision/alteration permits that require review by the Fire Marshal's office. The review can not be completed without the following information:

### Review Needed:

- 911 Addressing
- Building Office
- Development Review
- Electrical
- Environmental
- Fire Marshal <sup>3</sup>
- Health Department
- Impact Fee
- Lakes Management
- Mechanical
- Permitting
- Plumbing
- Zoning

Construction Cost/Valuation

### Comments:

Directions for filling out this form: Please fill out as much information as possible. If submitting online, save as "Transmittal Form - Rev ##".

Example: Transmittal Form - Rev 02.pdf. If this is a revision for an issued permit, name the file with RAI instead of REV. Example: Transmittal Form - RAI 02.

It is recommended you save this document for your records prior to submitting to Osceola County.