



TOWN OF EATONVILLE

BUILDING PERMIT PROCEDURE

1. Applicant(s) submit application(s) with (3) sets of plans and all supporting documents/correspondence.
2. Contractor(s) will submit State License, Workers Compensation Insurance, or Exemption Certificate, General Liability, Local Business Tax Receipt when permit is dropped off to the Town of Eatonville Building Dept.
3. Notice of Commencement submitted if the project cost is over \$2500.00. N.O.C must be recorded at Orange County.
4. Notice of Commencement submitted if the project cost is over \$7000.00 for Mechanical permits. N.O.C. to be recorded at Orange County.
5. Construction plans must be signed and sealed by a Licensed State of Florida Architect or Engineer.
6. Application(s) must be signed by the Licensed Contractor or a notarized Power of Attorney will be required (Agent, Representative, Permit Runner).
7. Permit application(s) are logged into the computer for a permit number.
8. Permit application(s) and plans will be distributed accordingly to the other departments when needed as per scope of work.
9. Building official will review all plans before any permit may be issued.
10. Building official will submit comments of approval or denial as well as the other departments.
11. Depending on the scope of work will determine the timeframe a permit will be required for review.
12. If the project is denied by the Building official, the applicant(s) will receive a letter of denial explaining the reason for denial.
13. If any other department denies the project, their comment(s) will also be on file and explained to the applicant(s).
14. When permit is approved a hard card and permit will be issued accordingly.
15. Applicant(s) will be called by the permit coordinator when a permit is ready for pick up.
16. Cash or Check (Town of Eatonville) is the form of payment for the pick up of any permit.
17. Inspection(s) are to be scheduled online at bidscheduling@universalengineering.com or you can call the Building Dept for assistance at 407-623-8904.

Process for Trade Permits:

1. Mechanical Permits:
 - a. Building application(s) completely filled out
 - b. Contractor(s) information will be submitted when permit is dropped off to the Building Department: (Workers Compensation or Exception Certification, General Liability (made out to the Town of Eatonville), State License, Local Business Tax.
 - c. Application(s) must be signed by the Licensed Contractor or a notarized Power of Attorney will be required (Agent, Representative, Permit Runner).
 - d. Plan(s) submitted if required for the job(s).
 - e. Notice of Commencement if job/project cost is \$7000.00 and up.
 - f. Mechanical sub permit N.O.C is covered under the Master Permit.
2. Plumbing Permit:
 - a. Building application(s) completely filled out
 - b. Contractor(s) information will be submitted when permit is dropped off to the Building Department: (Workers Compensation or Exception Certification, General Liability (made out to the Town of Eatonville), State License, Local Business Tax.
 - c. Application(s) must be signed by the Licensed Contractor or a notarized Power of Attorney will be required (Agent, Representative, Permit Runner).
 - d. Plan(s) submitted if required for the job(s).
 - e. Notice of Commencement if job/project cost is \$2500.00 and up.
 - f. Plumbing sub permit N.O.C is covered under the Master Permit.

3. Electrical Permits:

- a. Building application(s) completely filled out
- b. Contractor(s) information will be submitted when permit is dropped off to the Building Department: (Workers Compensation or Exception Certification, General Liability (made out to the Town of Eatonville), State License, Local Business Tax.
- c. Application(s) must be signed by the Licensed Contractor or a notarized Power of Attorney will be required (Agent, Representative, Permit Runner).
- d. Plan(s) submitted if required for the job(s).
- e. Notice of Commencement if job/project cost is \$2500.00 and up.
- f. Electrical sub permit N.O.C is covered under the Master Permit.

4. Fire / Gas / Fire Alarm / Fire Sprinkler Permit:

- a. Building application(s) completely filled out
- g. Contractor(s) information will be submitted when permit is dropped off to the Building Department: (Workers Compensation or Exception Certification, General Liability (made out to the Town of Eatonville), State License, Local Business Tax.
- h. Application(s) must be signed by the Licensed Contractor or a notarized Power of Attorney will be required (Agent, Representative, Permit Runner).
- i. Plan(s) submitted if required for the job(s).
- j. Notice of Commencement if job/project cost is \$2500.00 and up.
- k. Fire sub permit N.O.C is covered under the Master Permit.

Please contact the Town of Eatonville Building Department if you have any questions regarding the permit process at 407-623-8904.