



TOWN OF EATONVILLE

Permit Application Checklist & Requirements

Please make sure as per checklist you have everything listed before submitting permit Application(s):

- Copy of Contractor's License: Certified or Registered
- Copy of General Liability Insurance
- Copy of Workman's Compensation Insurance Coverage or State Exemption Certificate
- Local Business Tax Receipt
- Four (4) sets of Plans signed and sealed by a licensed Architect or Engineer in the state of Florida for Commercial, Industrial, new Residential
- Three (3) sets of plans signed and sealed by a licensed Architect or Engineer in the state of Florida for Residential
- Three (3) copies of a Survey or approved Site Plan
- Proof of valuation (copy of contract or notarized statement)
- Complete and signed Building Application
- Three (3) sets of Energy Calculations for all new construction, alteration, or additions (when applicable)
- Notice of Commencement (N.O.C) over \$2500.00, HVAC \$7000.00
- Letter of permission from Owner for commencement of work
- Owner Builder Statement for work by owner
- Three (3) sets of the Truss packet (Roof)
- Roof material Product Approval
- Mechanical (HVAV) Manual I, Certificate on Duct, calculations, and size
- Waste Connections, Inc for dumpster or roll off debris (call at 407-261-5000)

Additional Items:

NOTE: Prior to the final inspection and issuance of a Certificate of Occupancy for new construction, the contractor must provide a copy of the following items:

- Insulation Certificate
- Termite Coverage Letter
- Final Survey

Any questions please contact the Planning Department at 407-623-8909 between the hours of 8:00am and 4:30pm., Monday thru Friday. The portal you must go to schedule inspections has also been pasted below so that you can click it and then add it to your favorites for easy access.

<http://gadget.teamues.com/citizenportal/>



Town of Eatonville

BUILDING PERMIT APPLICATION

Application is hereby made for a Building Permit to accomplish the work herein described in accordance with duplicate plans and/or specification submitted herewith; it is agreed that all corrections in the plans and/or specifications necessary for compliance shall be observed and all requirements of the Building Codes, Zoning Ordinances, and all other pertinent laws and ordinances of the Town of Eatonville regulating construction shall comply with the pursuit of this work whether or not specified herein. NOTE: ANY DEVIATION FROM AN APPROVED SITE PLAN MUST BE SUBMITTED AS A REVISION. FAILURE TO ENSURE THAT THE DEVIATION HAS BEEN APPROVED MAY RESULT IN THE ADDED IMPROVEMENTS BEING REMOVED AT THE OWNERS EXPENSE. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL CONFLITS ARE RESOLVED.

MASTER PERMIT # _____ PERMIT # _____

ALL REQUESTED INFORMATION MUST BE COMPLETED TO PROCESS THE PERMIT

Project Address: _____

Parcel/Tax I.D. #: _____ (Proof of ownership must be attached)

This can be obtained by a records search on the Orange County Property Appraiser's website: <http://www.ocpafl.org>

IDENTIFICATION:

TENANT BUSINESS NAME: _____

1. _____
Property Owner Address City, State, Zip Telephone #
2. _____
Contractor Company Contact Name License # Telephone #
3. _____
License Holder Address Email Address Fax#

SUBCONTRACTOR	Company Name
Gas:	
Electrical:	
Plumbing:	
Mechanical:	
Fire Sprinkler/Fire Alarm:	

TYPE OF WORK: Residential Commercial Sq. Ft Conditioned _____ Unconditioned _____ Total _____

Work:	Other:					Fees (Office Use Only)		
	New Construction	Fence	LF:	Ht:	Gates:	Width:	Building Permit	
Alteration/Addition	Roof	Sq:	Slope:	Color:		Surcharge		
Interior Alteration	Pool	In Ground	Above Ground			5% Education Fee		
Repair	Shed	Size:				Plan Review		
Land Use						Inspection(s)		
Impervious Surface Ratio (required if adding square footage):						%	Fines	
Square footage of work area (for Florida State surcharges):							OC Impact fee	
							Water, ERU, Sewer, Meter	
Valuation of Work (Estimated Cost) \$							Total:	

Work Descriptions: _____

I hereby certify I have read this application and that all information contained herein is true and correct. I agree to comply with all Town Ordinances and State Laws regulating Building Construction. I am the owner or authorized agent of the owner or contractor described herein. I also certify that I will employ only licensed contractors as required by F.S. 489. I further acknowledge and agree that no site preparation or construction shall commence prior to posting of required permit. Licensed Contractor or persons appointed by power of attorney must sign the building permit application. Owner must sign if obtaining an owner/builder permit.		I understand and agree to the cost recovery requirements in Town of Eatonville and as described on the back of this application.
Print Name: _____ Signature: _____ Date: _____	Initial: _____	

Cost Recovery Agreement

- By signing this application, the applicant understands and agrees that, pursuant to Town of Eatonville Code, all direct costs, expenses and fees incurred by the Town relating directly to the review, processing inspection, or regulation of an application, including but not limited to the time of Town consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the Town.

Project Address: _____ Permit # _____

Department Approvals	
Community Development (Consultant Planner)	Approved by: _____ Date: _____
Engineering (Consultant)	Approved by: _____ Date: _____
Utilities (TOE Public Works)	Approved by: _____ Date: _____
Fire (Orange County)	Approved by: _____ Date: _____
Building Official (Universal Engineering Sciences)	Approved by: _____ Date: _____

Correspondence		
DATE	COMMENTS	INITIALS

