



# **CITY OF OVIEDO**

## **PERMIT GUIDELINES**

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## **City of Oviedo Aluminum or Canvas Roofed Carport with Aluminum Framed Structures Permit Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ An site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ A completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ A site plan indicating proposed location including proposed setbacks from property lines.
- ☐ A copy of manufacturer's information indicating the fire propagation performance criteria of NFPA 701 and the manufacturer's test protocol. (Canvas cover only)
- ☐ Engineered drawings with the wind design data on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings or copy of previously mastered filed plans. Indicate all details and options that apply. (Anchoring of structure to ground).

More information on permitting may be found here: [Permit Information Web Page](#)

***These requirements are for structures intended to be installed for more than 180 days.***

*These guidelines were compiled to assist the applicant in preparing an aluminum structure permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

January 2024

## **City of Oviedo**

### **Aluminum/Metal Structures Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida.(If contractor is the applicant)
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. .(If contractor is obtaining the permit)
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder. (If contractor is the applicant)
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and Signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ A site plan indicating proposed location.
- ☐ Signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings OR a copy of previously mastered filed plans. Indicate all details and options that apply.
- ☐ A copy of a site specific layout for the structure with minimum 1/8" per foot scale. Include all framing sizes and types. Include any electrical devices to be added.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing an aluminum/metal structure permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Boat Dock / Boat Ramps Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Signed and sealed engineered plans indicating:
  - Dock construction, per 1609.1 FBC
  - Wind design data, per 1603.1.4 FBC
- ☐ A site plan meeting the requirements of the Land Development Code Article IV Section 4.15.
- ☐ Copies of manufacturer's installation instructions.
- ☐ Copies of proof of compliance with Florida Product Approval.

More information on permitting may be found here: [Permit Information Web Page](#)

**NOTE: All boat dock and boat ramps shall be constructed in compliance with applicable building codes and according to the dimensional and use regulations established by the [City of Oviedo Land Development Code Article IV Section 4.15](#).**

*These guidelines were compiled to assist the applicant in preparing a boat dock / boat ramp permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Commercial Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed, signed, and notarized Property Owner Builder Disclosure Statement Affidavit (if owner is applicant).
- ☐ Approval letter from sanitary sewer provider (if other than the City of Oviedo).
- ☐ Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department for new or existing septic systems, grease interceptors, etc. (if applicable).
- ☐ Seminole County Impact Fee Statement.
- ☐ Completed and signed Landscape and Irrigation permit application and plans. (For all new commercial building permits requiring site work. See the city Landscape and Irrigation permit application guidelines for requirements.)
- ☐ Building construction plans. (Signed/sealed if required by Florida Statute or code.)
- ☐ Copy of state approved manufactured building plans and paperwork. (As applicable)
- ☐ Signed and sealed site development plans approved by City of Oviedo Development Services.
- ☐ A signed and sealed geotechnical report for the site. (As applicable)
- ☐ A copy of the project specifications. (As applicable)
- ☐ Signed and sealed floor and roof truss shop drawings. (As applicable)
- ☐ Signed and sealed cold formed steel structural wall shop drawings.(As applicable)
- ☐ Signed and sealed structural steel shop drawings. (As applicable)
- ☐ Signed and sealed structural steel roof/floor joists and girders shop drawings. (As applicable)
- ☐ Elevator manufacturer shop drawings.(As applicable)
- ☐ Signed copies of the tilt up panel wall shop drawings.(As applicable)
- ☐ Signed sealed copies of the engineered hollow core concrete plank floor system drawings.(As applicable)
- ☐ Signed and sealed copies of the engineered post tension slab drawings.(As applicable)
- ☐ Signed and sealed copies of the engineered structural stair systems shop drawings.(As applicable)
- ☐ Signed and sealed copies of the exterior awnings, canopies and exterior aluminum metal work shop drawings or provide all structural information for them on the plan to meet wind loads.(As applicable)
- ☐ Copies of proof of compliance with Florida Product Approval.
- ☐ Copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Completed and signed energy calculations (signed/sealed if required by Florida Statute or code).
- ☐ Heating and cooling load calculations.

- ☐ Florida Department of Environmental Protection Notice of Asbestos Renovation or Demolition (if applicable).
- ☐ State of Florida Notification on Gas Tanks (if applicable).

More information on permitting may be found here: [Permit Information Web Page](#)

**THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

**SITE PLAN**

- ☐ All parking and accessible routes
- ☐ Accessible parking space(s) and signage details
- ☐ Accessible entrances
- ☐ Accessible ramps, handrails, guardrails, curb cuts and details
- ☐ All required building exits accessible (not less than 60% if all are not required exits)
- ☐ Areas of rescue assistance
- ☐ Accessible signage
- ☐ Fire access
- ☐ Vehicle loading
- ☐ Driving/turning radius
- ☐ Fire hydrant/water supply/post indicator valve (PIV)
- ☐ Location of septic systems (if applicable)
- ☐ Setbacks/fire separation (assumed property lines)
- ☐ Utility lines (water, sewer, irrigation)
- ☐ Meters and backflow devices

**BUILDING PLAN**

- ☐ Construction documents shall reference the currently adopted code editions
- ☐ Page size minimum 11" x 17"
- ☐ Plans drawn to minimum 1/8 inch per 1 foot scale
- ☐ All pages numbered and labeled
- ☐ Plans signed/sealed and dated by a Florida Design Professional as applicable
- ☐ Designer information: name, address, registration # on all pages
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings, 139 mph ultimate design wind speed for risk category II buildings and 149 mph ultimate design wind speed for risk category III and IV buildings
  - Ultimate design wind speed (Vult), miles per hour
  - Nominal design wind speed (Vasd) as determined in accordance with FBC, Building section 1609.3.1
  - Risk category
  - Wind exposure
  - Applicable internal pressure coefficient
  - Design wind pressures to be used for exterior component and cladding materials not specifically designed by the registered design professional responsible for the design of the structure, psf
  - Structural Calculations, if necessary
- ☐ Threshold Inspection Plan (As applicable for threshold buildings)
- ☐ All areas dimensioned and use noted
- ☐ Corridors

- ☐ Shafts and elevator hoist ways
- ☐ Stair location/landings/stair sections/guardrails/handrails
- ☐ Partition denotations and schedule
- ☐ Door locations, sizes, landings, door and hardware schedule
- ☐ Window locations, sizes and schedule
- ☐ Tempered glass locations
- ☐ Attic ventilation and access
- ☐ Air barrier requirements
- ☐ Insulation types and R-values
- ☐ Interior finish ratings and schedule
- ☐ Light and ventilation
- ☐ Sanitation
- ☐ Elevators
- ☐ Escalators
- ☐ Lifts
- ☐ Roof and wall flashings and coverings

Construction type design criteria:

- ☐ Type of construction denoted (per table 503)
- ☐ Occupancy group classification denoted for building and rooms/areas
- ☐ Gross square footage – Net square footage calculations
- ☐ Building height
- ☐ Percentage of exterior openings calculations
- ☐ Classification of hazard of contents (if applicable)

Structural Design Criteria:

- ☐ Ultimate design wind speed (Vult)
- ☐ Nominal design wind speed (Vasd), as determined in accordance with FBC, Building Section 1609.3.1.
- ☐ Risk category
- ☐ Wind Exposure
- ☐ Applicable internal pressure coefficient
- ☐ Design wind pressures to be used for exterior component and cladding materials not specifically designed by the registered design professional responsible for the design of the structure, psf
- ☐ Structural Calculations, if necessary
- ☐ Floor loads – psf
- ☐ Stair loads – psf
- ☐ Roof loads – psf
- ☐ Balcony loads – psf
- ☐ Corridor loads – psf
- ☐ Storage loads – psf

Materials to be reviewed shall at a minimum include the following:

- ☐ Wood / grade – species
- ☐ Steel / type - grade
- ☐ Aluminum
- ☐ Concrete
- ☐ Plastic
- ☐ Glass
- ☐ Masonry



- ☐ Gypsum board and plaster
- ☐ Insulating (mechanical)
- ☐ Roofing
- ☐ Insulation
- ☐ Alternate materials

#### Structural:

- ☐ Signed and sealed soil report with a positive conclusion required
- ☐ Soil density requirements
- ☐ Foundation locations, dimensions and depth specified
- ☐ Foundation denotations, schedules and details
- ☐ Reinforcing steel, amount, size, grade, spacing, and lap specified
- ☐ Footing/wall dowel locations
- ☐ Maximum filled cell spacing
- ☐ Embedment's
- ☐ Slab thickness and reinforcement
- ☐ Vapor barrier
- ☐ Termite protection
- ☐ Relieving arch steel details at pipe penetrations
- ☐ Brick ledge detail including flashing and weep hole size and spacing
- ☐ Building materials used
- ☐ Lintel locations, denotations and schedule
- ☐ Exterior and interior structural wall sections
- ☐ Columns
- ☐ Tie beams
- ☐ Structural steel size, type, connections
- ☐ Framing details and fastening
- ☐ Load path connectors
- ☐ Floor deck and fastening
- ☐ Wall sheathing and fastening
- ☐ Roof deck and fastening
- ☐ Stair construction
- ☐ Window and door details, including design pressure of openings
- ☐ Fastening details for windows and doors, (type, length, and quantity)
- ☐ Exterior mounted mechanical units fastening methods to meet wind load
- ☐ Roof and floor framing, truss layout, connector schedule

#### Fire Protection Requirements:

- ☐ Fire separation requirements for corridors, elevators, stairways, floors & shafts
- ☐ Occupancy separation requirements
- ☐ Tenant separation requirements
- ☐ Fire resistant protection details for type of construction
- ☐ Fire rated requirements for walls, shafts and floor-ceiling and roof-ceiling assemblies
- ☐ Design numbers and details for all rated assemblies
- ☐ Design numbers and details for all rated penetrations
- ☐ Rated door and hardware schedules
- ☐ Fire blocking and draft stopping
- ☐ Calculated fire resistance
- ☐ Interior finishes (flame spread/smoke development)

#### Life Safety:

- ☐ Occupant load calculations and egress capacities
- ☐ Special occupancy requirements
- ☐ Egress plan
- ☐ Number of exits
- ☐ Capacity of exits
- ☐ Arrangement of exits
- ☐ Travel distance to exits/common path of travel
- ☐ Stairs construction/geometry and protection
- ☐ Horizontal exits/exit passageways
- ☐ Illumination of exits
- ☐ Exit signs
- ☐ Emergency lighting
- ☐ Enclosures
- ☐ Handrails
- ☐ Guardrails
- ☐ Stairs
- ☐ Ramps
- ☐ Landings
- ☐ Early warning systems schematic
- ☐ Smoke control systems schematic
- ☐ Stair pressurization systems schematic
- ☐ Extinguishing requirements
- ☐ Areas of refuge/rescue assistance

#### Accessibility Building:

- ☐ Door sizes, hardware schedule
- ☐ Vertical accessibility
- ☐ Accessible route dimensions
- ☐ Maneuvering clearances
- ☐ Hi-Lo drinking fountain
- ☐ Equipment clear floor space/reach ranges
- ☐ Accessible mounting dimension details
- ☐ Areas of refuge/rescue assistance
- ☐ Signage
- ☐ ATM machines

#### Accessibility Restrooms/Bathrooms:

- ☐ Turning radius
- ☐ Required floor space for fixtures
- ☐ Fixture and equipment mounting dimension details
- ☐ Adaptability

Accessible requirements for special occupancies in addition to general requirements will also be reviewed.

#### **PLUMBING PLAN**

- ☐ Plumbing plans submitted
- ☐ Piping materials
- ☐ Piping supports

- ☐ Determine minimum plumbing fixtures required based on occupant load calculated per FBC 1004
- ☐ Water distribution diagram
- ☐ Water hammer arrestors
- ☐ Plumbing drain, waste and vent riser diagram
- ☐ Grease interceptor/trap detail
- ☐ Onsite Sewage Disposal System Health Dept. report on existing or copy of permit for new
- ☐ Interceptors
- ☐ Roof drains/calculations for flat roofs
- ☐ Backflow prevention
- ☐ Medical gas
- ☐ Oxygen systems
- ☐ Environmental requirements

**Water Heaters:**

- ☐ T & P drain
- ☐ Air gap
- ☐ Pan drain
- ☐ Thermal expansion device
- ☐ Heat traps
- ☐ Mounting platform

**GAS PLAN**

- ☐ Type of gas
- ☐ Gas pressure
- ☐ Appliances schedule and BTU's
- ☐ Chimneys and Vents
- ☐ Combustion air
- ☐ LP tank size and location (above or below grade)
- ☐ Protection requirements

**Gas Riser Diagram:**

- ☐ Pipe type
- ☐ Pipe sizing
- ☐ Total developed length
- ☐ Segment lengths
- ☐ Appliance locations
- ☐ Shut-offs valves

**MECHANICAL PLAN**

- ☐ Mechanical plans submitted
- ☐ Energy calculations
- ☐ Heating and cooling load calculations
- ☐ Duct systems and sizing
- ☐ Duct work clearances at mechanical room (4" minimum)
- ☐ Duct materials
- ☐ Duct supports
- ☐ Means for balancing HVAC system
- ☐ Diffusers (size and direction)
- ☐ CFM requirements
- ☐ Ventilation

- ☐ Combustion air
- ☐ Outdoor air calculations
- ☐ Balanced return air
- ☐ Make-up air
- ☐ Equipment location and working clearances ( 30" wide by 36" deep, 6' high minimum)
- ☐ Condensate piping and disposal
- ☐ Required platforms and catwalks
- ☐ Roof mounted equipment (including equipment and curb anchorage)
- ☐ Details and specifications
- ☐ Equipment specifications
- ☐ Joint sealing methods and product specification
- ☐ Air balance table
- ☐ Rated penetrations - fire damper details and manufacturer's installation instructions
- ☐ Means for automatic fan shutdown
- ☐ Kitchen exhaust hood, duct plans, fire suppression and specifications
- ☐ Bathroom exhaust systems
- ☐ Special exhaust systems
- ☐ Chimneys, fireplaces and vents
- ☐ Other appliances
- ☐ Boilers
- ☐ Refrigeration
- ☐ Toilet room and Bathroom ventilation
- ☐ Laboratory

#### **ELECTRICAL PLAN**

- ☐ Electrical site plan
- ☐ Maximum available fault current at service
- ☐ AIC rating of equipment
- ☐ Voltage and phase of electrical system
- ☐ Load calculation
- ☐ Electrical service riser diagram indicating overcurrent protection sizes, conductor and conduit types and sizes, number of service disconnecting means, grounding electrode system: bonded to the foundation steel, structural steel, metal piping, size and type, separately derived system or not? (solid neutral or switching)
- ☐ Transformer sizes and types if used
- ☐ Panel schedules and ratings
- ☐ Power plan
- ☐ Panel locations and working clearances
- ☐ Lighting plan
- ☐ Device legend
- ☐ Wiring methods and materials
- ☐ Feeders and branch circuits, conduit sizes and types
- ☐ Grounding conductors
- ☐ Exit lights
- ☐ Emergency lighting
- ☐ Egress lighting
- ☐ Signage and disconnecting means location
- ☐ Generator type: emergency or standby
- ☐ Remote annunciation
- ☐ Load shed (if necessary)

- ☐ Required receptacle outlets
- ☐ GFCI's
- ☐ AFCI's
- ☐ Equipment
- ☐ Special occupancies
- ☐ Emergency systems
- ☐ Communication systems
- ☐ Low voltage

**FIRE PROTECTION/FIRE SUPPRESSION PLAN**

- ☐ Early warning smoke evacuation and control
- ☐ Sprinkler design criterion (separate permit required)
- ☐ Fire alarm design criterion (separate permit required)
- ☐ Pre-engineered systems
- ☐ Riser diagram
- ☐ Standpipes

*These guidelines were compiled to assist the applicant in preparing a new commercial permit/plan submittal and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements. Please be aware that a separate permit is required for any fire sprinkler system and fire alarm system. All site related signs, fences, hardscape features, guard/hand rails, free standing walls, retaining walls, canopies, accessory structures, site electrical and lighting, satellite dishes, dumpster enclosures, irrigation systems, lift stations, and any demolition of structures.*

## **City of Oviedo**

### **Commercial Pool Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Pool Permit Application completed signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Electrical Permit Application.
- ☐ Copy of the contractor's license issued by the State of Florida
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating the worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Copy of the receipt letter from Florida Department of Health for the operating permit application required by Florida Statutes 514.03 and 553.79(11).
- ☐ Sets signed and sealed pool construction plans.
- ☐ Site plans drawn to scale with accurate measurements are required. The dimensions of areas shown on site plan must match dimensions of pool construction plans.
- ☐ Copies of the manufacturer's installation instructions for all accessories to pool (i.e., pumps, heaters, filters, lights, etc.)

More information on permitting may be found here: [Permit Information Web Page](#)

#### **CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

##### SITE PLAN

- ☐ Lot number
- ☐ Address
- ☐ Primary building setback lines/envelope
- ☐ Equipment location
- ☐ Easements: drainage, utility, etc.
- ☐ Location of septic systems

##### PLANS / GENERAL

- ☐ Plans to minimum 1/8" scale
- ☐ Designer information: name, address, registration # on all pages

- ☐ Design criteria: applicable codes and/or standards
- ☐ Code editions in effect
- ☐ Standards as referenced
- ☐ Method of compliance for the swimming pool barrier requirement
- ☐ Plans must indicate compliance with FBC, Building section 454.1 & Florida Statute 514
- ☐ Plans indicate compliance with FBC, Accessibility section 1009 (If required)
- ☐ Safety glass requirement

### ELECTRIC

- ☐ Plans must indicate compliance with National electrical code article 680
- ☐ Bonding/grounding to pool reinforcement steel, perimeter deck and metal items
- ☐ Service location
- ☐ Panel locations
- ☐ GFCI
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights

### MECHANICAL

- ☐ Equipment area size and location
- ☐ Anchorage for wind requirements
- ☐ Clearances at equipment

### PLUMBING

- ☐ Minimum required plumbing fixture calculation and location of plumbing fixtures
- ☐ Piping Diagram
- ☐ Total Dynamic Head calculations

### INSTALLATION INSTRUCTIONS

- ☐ Pool equipment manufacturer installation instructions

### **MINIMUM REQUIRED INSPECTIONS:**

#### 1. POOL STEEL INSPECTION

- Inspection to be made after excavation, installation of reinforcing steel, and prior to placing of concrete shell.

#### 2. PLUMBING ROUGH INSPECTION

- To be approved prior to placing concrete shell.
- Verify piping per plans; inspect anti-entrapment system (if applicable at this stage). All piping to be inspected shall be under a minimum pressure of 35psi for fifteen minutes.

- Piping must be sufficiently exposed to verify code compliance. All fittings required to be exposed.
3. ELECTRIC ROUGH INSPECTION
    - Shell Bonding to be approved prior to placing of concrete shell.
    - Check bonding requirements and clamps for code compliance.
  4. ELECTRIC UNDER SLAB ROUGH INSPECTION
    - To be approved prior to installation of pool deck.
    - Verify equipotential bond and all applicable connections requiring bonding.
    - Verify 12" minimum burial depth of conductors to pool equipment.
  5. PLUMBING 2<sup>ND</sup> ROUGH INSPECTION
    - Piping shall be complete and run to equipment location. Piping shall be sufficiently exposed to verify code compliance; all fittings shall be exposed.
    - Piping shall be under a minimum pressure of 35psi for fifteen minutes.
  6. POOL DECK INSPECTION
    - All previous inspections shall be approved prior to the pool deck inspection.
    - Inspector shall verify compaction of soil; verify termite treatment within one foot of structure; and verify structural components (if applicable).
    - Deck area shall be completely prepared for application of final deck material.
    - Contractor shall verify compaction of soil prior to scheduling inspection. If **Correction Notice** is issued for compaction of soil, an Engineer registered with the State of Florida shall certify compaction.
  7. FINAL PLUMBING INSPECTION
    - Minimum required plumbing fixtures are complete
    - Verify all plumbing connections are water tight; verify all covers and finishes of piping are in place; and verify anti-entrapment installation is complete.
    - Pool to be fully operational.
  8. FINAL ELECTRIC INSPECTION
    - Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60" of pools edge and all equipment is properly bonded.
    - Inspection required prior to filling pool.
  10. FINAL POOL INSPECTION
    - All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., plumbing fixtures, solar, gas, fence, etc.).
    - Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
    - All construction materials and debris shall be removed from jobsite prior to final inspection.



- Any damage to the Right-of-Way shall be repaired.
- A Certificate of completion will not be issued until a copy of the operating permit issued by the Department of Health is submitted to the Building Department in accordance with Florida Statute 553.79(11)

*These guidelines were compiled to assist the applicant in preparing a commercial pool permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and local code requirements.*

## **City of Oviedo**

### **Temporary Construction Office Trailer Application Guidelines**

**Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:**

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each).
- ☐ Copy of site/plot plan.

**THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

#### **SITE PLAN / PLOT PLAN**

- ☐ Lot number
- ☐ Address / Legal Description
- ☐ Construction office trailer dimensions
- ☐ Setback lines from proposed construction office trailer to property boundary.
- ☐ Setback lines/envelope
- ☐ Survey type

#### **ELECTRICAL**

- ☐ Service riser diagram
- ☐ Service location

#### **PLUMBING (if applicable)**

- ☐ Water service pipe size/type/location
- ☐ Sewer connection or holding tank location

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a temporary construction office trailer permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.*

## City of Oviedo

### Convert Model/Sales Office to Residence Permit Application Guidelines

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Set of building construction plans. **(Signed and sealed if the conversion affects the exterior or load bearing elements of the structure.)**
- ☐ Signed and sealed site / plot plans. **(If the conversion affects the site elements.)**
- ☐ Copies of proof of Statewide Product Approval and the manufacturer's installation instructions for any of the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding. **(That will be installed during the conversion.)**
- ☐ Copies of completed and signed energy and equipment sizing calculations. **(If the conversion affects the conditioned square footage of the building, HVAC system or insulation levels.)**

More information on permitting may be found here: [Permit Information Web Page](#)

#### **THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

- ☐ **SITE PLAN / PLOT PLAN** **(If the conversion affects the site elements.)**
- ☐ Lot number
- ☐ Address / Legal Description
- ☐ Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations with setback from property line
- ☐ Survey type
- ☐ Existing easements: drainage, utility, etc.
- ☐ Building separations, if applicable
- ☐ Location of septic systems
- ☐ Flood zone reflecting current FEMA map revision date
- ☐ Lot grading type (A,B,C, etc.)
- ☐ Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for type A and B lots)
- ☐ Lot corner elevations and break point elevations
- ☐ Drainage swales (if applicable) with profile view
- ☐ Proposed finished floor elevation

#### **BUILDING PLAN**

- ☐ Construction documents shall indicate code edition being applied
- ☐ Plans to minimum 1/8" scale
- ☐ Designer information: name, address, registration #, seal and signature on all pages as required. **(If the conversion affects the exterior or load bearing elements of the structure.)**
- ☐ Page size minimum 22" x 34"
- ☐ All pages numbered and labeled
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential) **(If the conversion affects the exterior or load bearing elements of the structure.)**
  - Ultimate design wind speed (Vult)
  - Nominal design wind speed (Vasd)
  - Risk category
  - Exposure category
  - Enclosure classification
  - Internal pressure coefficient
  - Component and cladding design wind pressures in terms of psf
  - Structural Calculations, if necessary

**FLOOR PLAN (Existing and proposed of area being converted)**

- ☐ Building area tabulation
- ☐ Room size
- ☐ Corridors
- ☐ Safety glass locations
- ☐ Attic access
- ☐ Accessibility restroom (door) location

**ELECTRICAL (Existing and proposed of area being converted)**

- ☐ Panel locations
- ☐ Receptacle lay out
- ☐ GFCI protection
- ☐ AFCI protection
- ☐ Tamper resistant outlets
- ☐ Ceiling fans
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights
- ☐ Smoke/CO alarm locations hard wired, interconnected and battery backup

**ELEVATION (Existing and proposed views affected by the conversion)**

- ☐ Roof pitch
- ☐ Height/bearing elevations
- ☐ Window and door opening locations

**MECHANICAL (Existing and proposed of area being converted)**

- ☐ Equipment location
  - Protection in garage locations
  - Clearances at equipment
- ☐ Room ventilation
  - Duct layout (usually in energy calculations)
  - R-value of ducts
  - CFM's

- Balanced return/ducted, transfer ducts or grilles
- ☐ Exhaust
  - Bath exhausts size and termination
  - Dryer exhaust discharge/make up air
- ☐ Energy calculations with equipment sizing calculations
- ☐ Skylights

**PLUMBING (Existing and proposed of area being converted)**

- ☐ Water heater location
- ☐ Fixture location

**DETAIL SHEETS OR NOTES (As applicable)**

- ☐ Interior bearing walls
- ☐ Garage and swing door buck fastening
- ☐ Any conventional framing

**MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS (As applicable)**

- ☐ Roofing installation instructions & compliance with ASTM standards
- ☐ Window and mullion installation instructions
- ☐ Garage door, sliding glass door and swing door installation instructions
- ☐ Siding installation instructions
- ☐ Soffit installation instructions
- ☐ Glass block installation instructions
- ☐ Engineered lumber products installation instructions

**PRODUCT APPROVAL (As applicable)**

- ☐ Proof of Compliance with Florida Product Approval
  - FS 553.842, FAC 61G20-3

*These guidelines were compiled to assist the applicant in preparing a residential permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.*

## **City of Oviedo Deck Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Wood decks elevated 12" or less from finished floor to grade:
  - Drawings indicating construction of the deck, no engineering required.
  - Commonly accepted construction practices.
- ☐ Wood decks elevated greater than 12" from finished floor to grade:
  - Signed and sealed engineering drawings. Wind design data is required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings
- ☐ A copy of a site plan indicating proposed location and distances to property line(s).

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a deck permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Demolition Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Original DEP form 62.257.900(1) completed, signed, and mailed to district per form instructions. (see attachment)
- ☐ Copy of an onsite sewage disposal system abandonment permit that has been issued by the Seminole County Health Department. (if applicable)

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a demolition permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*



March 2013

Florida Department of  
**Environmental Protection**  
Division of Air Resource Management

DEP Form 62-257.900(1)  
Effective 10-12-08  
Page 1 of 2

**NOTICE OF**

**DEMOLITION  
RENOVATION**

**OR ASBESTOS**

**TYPE OF NOTICE** (CHECK ONE ONLY): ☐ ORIGINAL ☐ REVISE D ☐ CANCELLATION ☐ COURTESY  
**TYPE OF PROJECT** (CHECK ONE ONLY): ☐ DEMOLITION ☐ RENOVATION  
IF DEMOLITION, IS IT AN ORDERED DEMOLITION? ☐ YES ☐ NO  
IF RENOVATION:  
IS IT AN EMERGENCY RENOVATION OPERATION? ☐ YES ☐ NO  
IS IT A PLANNED RENOVATION OPERATION? ☐ YES ☐ NO

**I. Facility Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Site \_\_\_\_\_ Consultant Inspecting Site \_\_\_\_\_

Building Size \_\_\_\_\_ (Square Feet) # of Floors \_\_\_\_\_ Building Age in Years \_\_\_\_\_

Prior Use: ☐ School/College/University ☐ Residence ☐ Small Business ☐ Other \_\_\_\_\_

Present Use: ☐ School/College/University ☐ Residence ☐ Small Business ☐ Other \_\_\_\_\_

**II. Facility Owner** \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**III. Contractor's Name** \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is the contractor exempt from licensure under section 469.002(4), F.S.? ☐ YES ☐ NO

**IV. Scheduled Dates:** (Notice must be postmarked 10 working days before the project start date)

Asbestos Removal (mm/dd/yy) Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Demo/Renovation (mm/dd/yy) Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**V. Description** of planned demolition or renovation work to be performed and methods to be employed, including demolition or renovation techniques to be used and description of affected facility components. \_\_\_\_\_

Procedures to be Used (Check All That Apply):

<input type="checkbox"/>	Strip and Removal	<input type="checkbox"/>	Glove Bag	<input type="checkbox"/>	Bulldozer	<input type="checkbox"/>	Wrecking Ball
<input type="checkbox"/>	Wet Method	<input type="checkbox"/>	Dry Method	<input type="checkbox"/>	Explode	<input type="checkbox"/>	Burn Down
OTHER: _____							

**VI. Procedures for Unexpected RACM:** \_\_\_\_\_

**VII. Asbestos Waste Transporter:** Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**VIII. Waste Disposal Site:** Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**IX. RACM or ACM:** Procedure, including analytical methods, employed to detect the presence of RACM and Category I and II nonfriable ACM. \_\_\_\_\_

Amount of RACM or ACM\*

\_\_\_\_\_ square feet surfacing material

\_\_\_\_\_ linear feet pipe

\_\_\_\_\_ cubic feet of RACM off facility components

\_\_\_\_\_ square feet cementitious material

\_\_\_\_\_ square feet resilient flooring

\_\_\_\_\_ square feet asphalt roofing

\*Identify and describe surfacing material and other materials as applicable: \_\_\_\_\_

**X. Fee Invoice Will Be Sent to Address in Block Below: (Print or Type)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_



I certify that the above information is correct and that an individual trained in the provisions of this regulation (40 CFR Part 61, Subpart M) will be on-site during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

(Print Name of Owner/Operator)	(Date)
(Signature of Owner/Operator)	(Date)
<b>DEP USE ONLY</b>	Postmark/Date Received ID#

 DEP Form 62-257.900(1)  
 Effective 10-12-08  
 Page 2 of 2

## Instructions

The state asbestos removal program requirements of s. 376.60, F.S., and the renovation or demolition notice requirements of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, as embodied in Rule 62-257, F.A.C., are included on this form.

Check to indicate whether this notice is an original, a revision, a cancellation, or a courtesy notice (i.e., not required by law). If the notice is a revision, please indicate which entries have been changed or added.

Check to indicate whether the project is a demolition or a renovation.

If you checked demolition, was it **ordered** by the State or a local government agency? If so, in addition to the information required on the form, the owner/operator must provide the name of the agency ordering the demolition, the title of the person acting on behalf of the agency, the authority for the agency to order the demolition, the date of the order, and the date ordered to begin. A copy of the order must also be attached to the notification.

If you checked renovation, is it an **emergency renovation operation**? If so, in addition to the information required on the form, the owner/operator must provide the date and hour the emergency occurred, the description of the sudden, unexpected event, and an explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden. If you checked renovation and it is a **planned renovation operation**, please note that the notice is effective for a period not to exceed a calendar year of January 1 through December 31.

- I. Complete the facility information. This section describes the facility where the renovation or demolition is scheduled. This address will be used by the Department inspector to locate the project site. Provide the name of the consultant or firm that conducted the asbestos site survey/inspection. For "prior use" check the appropriate box to indicate whether the prior use of the facility is that of a school, college, or university; residence, as "residential dwelling" is defined in Rule 62-257.200, F.A.C.; small business, as defined in s. 288.703(1), F.S.; or other. If "other" is checked, identify the use. Please follow the same instructions for "present use."
- II. Complete the facility owner information.
- III. Complete the contractor information.
- IV. List separately the scheduled start and finish dates (month/day/year) for both the asbestos removal portion of the project and the renovation or demolition portion of the project.
- V. Describe and check the methods and procedures to be used for a planned demolition or renovation. Include a description of the affected facility components. (Note: The NESHAP for asbestos, which is adopted and incorporated by reference in Rule 62-204.800, F.A.C., requires obtaining Department approval prior to using a dry removal method in accordance with 40 CFR section 61.145(3)(c)(i).)
- VI. Describe the procedures to be used in the event unexpected RACM is found or previously nonfriable asbestos material becomes crumbled, pulverized, or reduced to powder after start of the project.
- VII. Complete the asbestos waste transporter information.
- VIII. Complete the waste disposal site information.
- IX. List the amount of RACM or ACM of each type of asbestos to be removed. (Note: A volume measurement of RACM off facility components is **only** permissible if the length or area could not be measured previously.) Identify and describe the listed surfacing material and other listed materials as applicable.
- X. Provide the address where the Department is to send the invoice for any fee due. Do not send a fee with the notification. The fee will be calculated by the Department pursuant to Rule 62-257.400, F.A.C.

Sign the form and mail the original to the district or local air program having jurisdiction in the county where the project is scheduled **(DO NOT FAX)**. The correct address can be obtained by contacting the State Asbestos Coordinator at: Department of Environmental Protection, Division of Air Resources Management, 2600 Blair Stone Road, Tallahassee, FL 32399-2400.

## **City of Oviedo**

### **Doors / Windows / Shutters Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of the floor plan indicating size, type and location of windows/doors.
- ☐ Copy of proof of compliance with Florida Product Approval.
- ☐ Copy of the manufacturer's installation instructions.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a windows / doors permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Dumpster Enclosure Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ A copy of the following items will be required, with the site plan being the top sheet.
  - Signed and Sealed Engineering meeting a 129 mph wind speed.
  - Footer and wall description and details required.
- ☐ If gates are required a description and fastening details are required.
- ☐ Site plans indicating proposed location and distances to property line(s) and building(s).

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a dumpster enclosure permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

# **City of Oviedo**

## **Enclosing a Residential Garage Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida. (If applicable)
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and Signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Building construction plans. (Signed and sealed if exterior modifications are to be done) Include size, type and location of windows/doors, electrical plumbing and heating equipment as applicable
- ☐ Completed and signed Statewide Product Approval Specification Form. If applicable
- ☐ Copy of completed and signed energy calculations and equipment sizing calculations.
- ☐ Copy of a survey showing the driveway location and the three (3) required parking spaces along with the dimension of each space. [Oviedo Land Development Code Section 13.1 \(D\)](#) requires Single Family and Two-Family dwelling units to provide 3 spaces per dwelling unit plus one space per room rented out. The parking spaces shall be on-site and shall not extend onto adjacent properties or public rights-of-way. The areas shall be designed so that vehicles do not extend over sidewalks or tend to bump against or damage any wall, vegetation, or other obstruction. Each space shall be at least twenty (20) feet long and ten (10) feet wide.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing enclosing a garage permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.*

**City of Oviedo**  
**Fence Permit Application Guidelines**  
**(Wood / Vinyl / Aluminum / Iron)**

Fence Permit Applications are submitted electronically using our [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Copy of the Business Tax Receipt (if the contractor is the applicant).
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ A copy of a site plan indicating the location of the fence on the property and number of linear feet, height, number of gates, and type of material.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a fence permit application and may not be complete. The applicant is required to meet all City of Oviedo codes and requirements.*

## **City of Oviedo**

### **Fire Alarm Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Electrical Low Voltage Application completed, signed and notarized.
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Copy of the manufacturer's specifications
- ☐ Fire alarm drawings(signed and sealed as necessary)

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a fire alarm permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*



## **City of Oviedo**

### **Fire Sprinkler Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel ID number.
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Copy of the manufacturer's specifications.
- ☐ Fire sprinkler drawings. (Signed and sealed as necessary)
- ☐ NOTE: Copy of the city stamped approved site utility sheet may be submitted for an underground fire line permit.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a fire sprinkler permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Gas Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Completed and signed “GAS” Plumbing Permit Application.
- ☐ Copy of applicable contractor’s license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating Worker’s Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker’s compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of site plan indicating proposed location of equipment and tanks and their distances to the property line(s) and building(s).
- ☐ A gas piping riser diagram that includes the following information:
  - Owner
  - Contractor
  - Job Address
  - Gas Type
  - Gas Pressures
  - BTUs each outlet and total BTUs
  - Pipe type, size and total length
  - Location of equipment and tanks as applicable
  - Identify the gallon size of any LP gas tanks and if they are to be above or below ground

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a generator permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo Generator Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Electrical Sub Permit Application.
- ☐ Completed and signed “GAS” Plumbing Permit Application (if applicable).
- ☐ Copy of applicable contractor’s license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating Worker’s Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker’s compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of site plan indicating proposed location and distance to property line(s).
- ☐ Copy of the manufacturer’s installation instructions.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a generator permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## City of Oviedo

### HVAC Change Out Permit Application Guidelines

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating General Liability insurance coverage.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of equipment sizing calculations. (ACCA Manual J-2016 or other approved heating and cooling calculation methodology for Residential work.) or (ACCA Manual N-2005 or other approved heating and cooling calculation methodology for Commercial work.)
- ☐ Copy of proof of the manufacturer and model numbers of the replacement equipment to be installed.
- ☐ Copy of a duct layout (including all supply and return ducts) and energy calculations on [form R402-2023](#) for residential and [form C402-2023](#) for commercial. **(if you are replacing the existing ductwork)**

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a HVAC change out permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

# **City of Oviedo**

## **Landscape and Irrigation**

### **Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

#### **Purpose:**

- A) To establish uniform minimum standards and requirement for the design and installation of safe, cost effective, reliable irrigation systems for turf and landscape areas which promote the efficient use and protection of water and other natural resources.

#### **Definition:**

- B) Turf and landscape irrigation systems apply water by means of permanent above-ground or subsurface sprinkler or micro-sprinkler equipment under pressure.

#### **Scope:**

- C) These construction guidelines shall apply to all irrigation systems used on residential and commercial landscape areas. They address the design requirements, water source, materials, installation, inspection, and testing for such systems. These construction guidelines do not apply to irrigation systems for golf courses, nurseries, greenhouses, or agricultural production systems.

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Landscape and Irrigation Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the plumbing contractor's license issued by the State of Florida (if connecting to a potable water source)
- ☐ Copy of a Business Tax Receipt (if connecting to reclaim water source, alternative water source, or private well)
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Set construction plans (signed and sealed by a landscape architect, if contractor is applicant).
- ☐ Copy of site plan.

**THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING):**

#### **IRRIGATION PLAN**

- ☐ Low Water use Zone (L) minimum forty percent (40%) total landscape area.
- ☐ Medium Water use Zone (M) maximum thirty percent (30%) total landscape area.
- ☐ High Water use Zone (H) maximum thirty percent (30%) total landscape area.
- ☐ Sprinkler spacing shall not exceed 50% of the sprinkler's diameter of coverage.
- ☐ Sprays and rotors shall not be combined on the same control valve circuit or zone.
- ☐ Within each irrigation zone, sprays and rotors shall have matching application rates.

- ☐ Irrigation systems shall be designed to avoid over spray or runoff.
- ☐ Irrigation designed with appropriate uniformity for the type of plant grown and soil type.
- ☐ No sprinklers are less than 4” inches from pavement.
- ☐ No sprinklers are less than 12” inches from building or other vertical structures.
- ☐ PVC pipe shall be 4” to 6” inches in depth for residential single family lot installation.
- ☐ Indicate UL approved automatic irrigation controller; adequate amount of stations to match irrigation zones; and battery backup.
- ☐ A functioning rain shutoff device is evident and exposed to unobstructed rainfall.
- ☐ An approved backflow preventer is properly installed.

### **LANDSCAPE PLAN**

- ☐ Low Water use Zone (L) minimum forty percent (40%) total landscape area.
- ☐ Medium Water use Zone (M) maximum thirty percent (30%) total landscape area.
- ☐ High Water use Zone (H) maximum thirty percent (30%) total landscape area.
- ☐ The preservation of existing plant communities.
- ☐ A separate list of both the species and common name of proposed landscaping as listed in the Florida-Friendly Plant list UF/IFAS, Florida Yards and Neighborhoods latest edition.
- ☐ Landscaping for common areas, buffer yards, stormwater facilities, and vehicular use areas shall use only High and/or Medium drought tolerant turf/turfgrass.
- ☐ Location and number of all proposed landscaping and location of landscape buffers.
- ☐ Size, as appropriate, of all proposed landscaping and of Grade Number (#1)
- ☐ Total square feet of landscaping and pervious surface.
- ☐ Calculations for provision of landscaping for vehicle parking, Island areas, and Divider Strips.
- ☐ Prohibited plant species shall not be used. Existing prohibited plants species shall be removed.
- ☐ Trees: Large, Medium, Small shall have trunk caliper two and one half inches measured 6” inches above grade.
- ☐ Multi steamed have container size of (45) gallons
- ☐ A layer of mulch to a minimum depth of three (3) inches
- ☐ Plants with similar water and cultural needs requirements (soil, climate, sun, and light) shall be grouped together.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a landscape and irrigation permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## City of Oviedo

### Moved Building / Structure Permit Application Guidelines

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Copy of the onsite sewage disposal system construction permit or approval letter issued by Seminole County Health Department (if applicable).
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Photographs showing all elevations of the structure to be moved (City Ordinance No. 1160).
- ☐ Two (2) signed and sealed survey / site plans for proposed location indicating the following:
  - Lot number
  - Address/Legal Description
  - Tie-in lines from principle structure and any accessory structures to property boundary (minimum of eight)
  - Primary building setback lines/envelope
  - A/C unit locations
  - Survey type: plot plan, foundation, final, etc.
  - Easements: drainage, utility, etc.
  - Setback/fire separation (assumed property lines)
  - Proposed finish floor elevation and spot grade elevations per subdivision master lot grading plan
  - Location of septic system if applicable
- ☐ Two (2) copies of plans to include floor plan, elevations, stair construction, foundation and tie down signed and sealed by a Florida licensed professional engineer or architect. F.B.C. 102.2.2(6)
- ☐ A Florida licensed professional engineer or architect shall certify the building or structure as being compliant with the wind speed requirements of the new location. F.B.C. 1609 The City of Oviedo is designated as a 139 mph ultimate design wind speed zone for risk category II buildings and structures.
  - Is occupiable for its intended use. See FBC, B section 102.2.2(1)
  - Electric, gas and plumbing systems meet the codes in force at the time of construction and are operational and safe for reconnection. See FBC, B section 102.2.2(5)
  - Present use and intended use. See FBC, B section 102.2.2(2)
  - Current fire code requirements for ingress and egress are met. F.B.C.102.2.2(4)

**Note: A permit will not be issued for buildings that are intended to have a change in use, or are substantially remodeled. FBC 102.2.2(2)(3)**

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a moved building / structure permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Orphan Electrical Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Orphan Electrical Application completed, signed and notarized.
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Copy of complete sets of plans.

NOTE: If this work is part of a larger project, electrical plans are to be included with the complete plan set for the project and an electrical sub-permit would be submitted after the prime contractor's permit is issued.

#### **THE ELECTRICAL PLAN MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

**This list includes only general electrical plan requirements as applicable. Complete permit application packages are required to be submitted:**

1. Please include the site address on the plan.
2. Please indicate the National Electrical Code (NEC) edition on the plan. The 2020 edition is the current edition as adopted by the state of Florida.  
FBC 107.2.1
3. Please provide an electrical load calculation in accordance with NEC article 220.  
FBC 107
4. Please provide an electrical service riser diagram that includes the phase, voltage, amperage, available fault current at the service, AIC rating of the equipment, conduit and conductor types and sizes, overcurrent protection and the grounding electrode system that indicates bonding to the foundation steel, structural steel and metal piping on the plan.  
FBC 107.3.5



5. Please provide the feeder and branch circuit conduit and/or cable and conductor sizes and types on the plan.  
FBC 107
6. Please indicate any GFCI and/or weatherproof requirements on the plan  
FBC 107
7. Please provide an electrical device legend on the plan.  
FBC 107
8. Please provide the electrical panel schedules and ratings on the plan.  
FBC 107
9. Please provide a legible power plan drawn to a minimum 1/8" per foot scale.  
FBC 107
10. Please provide a legible lighting plan drawn to a minimum 1/8" per foot scale that includes all required exit lights, emergency lighting and egress lighting.  
FBC 107
11. Please provide the panel locations and working clearances on the power plan.  
FBC 107

This list is a general over view for code compliant plans in accordance with the minimum plan review required by the Florida Building Code. All references to FBC, Building Administrative Chapter one are as amended by local ordinance 1698. The Florida Building Codes and our local ordinance are viewable online at [www.floridabuilding.org](http://www.floridabuilding.org). This is not a complete detailed list.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing an Orphan Electrical permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements regardless of this list.*

## **City of Oviedo**

### **Residential Above Ground Pool Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Pool Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Electrical Permit Application. (If new electrical circuits and wiring are to be installed.)
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating the worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder (if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Copy of a survey/site plan drawn to scale with accurate measurements indicating the size and location of the pool and electrical outlet if the equipment is cord and plug connected.
- ☐ Copy of the manufacturer's installation instructions for the above ground pool and all accessories to pool (i.e., pumps, heaters, lights, etc.)
- ☐ Copy of completed and signed (by contractor and/or owner) City of Oviedo Residential Pool / Spa / Hot Tub Safety Act Requirement form.

#### **CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

##### **SITE PLAN/SURVEY**

- ☐ Lot number
- ☐ Address
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations must be indicated
- ☐ Equipment location
- ☐ Easements: drainage, utility, etc.
- ☐ Location of septic systems

##### **ELECTRIC** (If new electrical circuits are to be installed to serve the pool equipment.)

- ☐ Electrical Panel location
- ☐ Ground Fault Circuit Interrupter protection
- ☐ Outdoor receptacle locations
- ☐ Disconnecting means
- ☐ Switches/lights

##### **INSTALLATION INSTRUCTIONS**

- ☐ Two (2) copies of manufacturer's above ground pool and equipment installation instructions.

## REQUIRED INSPECTIONS:

1. Rough Electrical Inspection (If installing new electrical circuits to service the pool equipment)
2. CHILD SAFETY ACT INSPECTION
  - Must meet the requirements relating to pool safety features as described in Section 424.2.17.
  - Verify safety glazing within 60” of water’s edge.
  - Inspection required prior to filling pool.
3. FINAL ELECTRIC INSPECTION
  - Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60” of pools edge and all equipment is properly bonded.
  - Inspection required prior to filling pool.
4. FINAL POOL INSPECTION
  - All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., fence, screen enclosure, solar, gas, etc.).
  - Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
  - All construction materials and debris shall be removed from jobsite prior to final inspection.
  - Any damage to the Right-of-Way shall be repaired.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a residential above ground pool permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and local code requirements.*

## **City of Oviedo**

### **Residential Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Right-of-Way Utilization Type I Permit Application. (if applicable).
- ☐ Completed and signed Clearing, Grading and Tree Removal Permit Application. (if applicable).
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Approval letter from sanitary sewer provider (if other than the City of Oviedo).
- ☐ Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department (if applicable).
- ☐ Seminole County Impact Fee Statement (multi-family only).
- ☐ Completed and signed Landscape and Irrigation permit application and plans. (For all new one and two family dwelling building permits. See the city Landscape and Irrigation permit application guidelines for requirements.)
- ☐ Signed and sealed building construction plans.
- ☐ Signed and sealed site / plot plans.
- ☐ Signed and sealed floor and roof truss engineering.
- ☐ Copies of proof of compliance with Florida Product Approval.
- ☐ Copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Copies of completed and signed energy calculations and equipment sizing calculations.

More information on permitting may be found here: [Permit Information Web Page](#)

#### **THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

##### **SITE PLAN / PLOT PLAN**

- ☐ Lot number
- ☐ Address / legal description
- ☐ Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations with setback from property line
- ☐ Canopy trees type, size caliper and locations as required by Land Development code
- ☐ Survey type (Plot Plan / Final)
- ☐ Existing easements (i.e. drainage, utility, etc.)
- ☐ Building separation, if applicable
- ☐ Location of septic systems
- ☐ Flood zone reflecting current FEMA map revision date

- ☐ Lot grading type (A, B, C, etc.)
- ☐ Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for Type A and B lots)
- ☐ Lot corner elevations and break point elevations
- ☐ Drainage swales (if applicable) with profile view
- ☐ Proposed finished floor elevation
- ☐ Show Normal High-Water Line (if applicable) with setbacks to the principal structure and any accessory structures, if applicable.
- ☐ Wetland delineation line with setbacks. If applicable a DEP permit needs to be provided.

### **BUILDING PLAN**

- ☐ Construction documents shall indicate applicable code editions
- ☐ Construction type
- ☐ Plans to minimum 1/8" scale
- ☐ Designer information: name, address, registration #, seal and signature on all pages
- ☐ Page size minimum 22" x 34"
- ☐ All pages numbered and labeled
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)
  - Ultimate design wind speed (Vult)
  - Nominal design wind speed (Vasd)
  - Risk category
  - Exposure category
  - Enclosure classification
  - Internal pressure coefficient
  - Component and cladding design wind pressures in terms of psf
  - Structural Calculations, if necessary

### **FLOOR PLAN**

- ☐ Building area tabulation
- ☐ Room size
- ☐ Corridors
- ☐ Stair location/guardrails
- ☐ Safety glass locations
- ☐ Egress door and emergency escape windows sizes and location
- ☐ Stairs construction requirements
- ☐ Special column/post anchorage
- ☐ Interior load bearing wall locations
- ☐ Shear walls
- ☐ Down cells
- ☐ Lintel schedule
- ☐ Attic access
- ☐ Accessibility restroom (door) location
- ☐ Fire resistant assemblies
- ☐ Identify options to be used

### **FOUNDATION / SLAB**

- ☐ Filled cells with reinforcement locations
- ☐ Footer denotation/details
- ☐ Footers minimum 12" below grade

- ☐ Interior bearing walls/pads
- ☐ Porch pads/footers
- ☐ Brick ledge detail
- ☐ Slab thickness/steel/fiber mesh
- ☐ Vapor barrier/termite treatment type
- ☐ Reinforcing steel over lap
- ☐ Relieving arch steel at pipe penetrations
- ☐ All wood minimum 6" above grade
- ☐ Crawl space ventilation
- ☐ Termite shields

## **ELECTRICAL**

- ☐ Service riser diagram
- ☐ Electrical load calculations
- ☐ Bonding/Grounding to foundation steel
- ☐ Service location
- ☐ Panel locations
- ☐ Receptacle lay out
- ☐ GFCI protection
- ☐ AFCI protection
- ☐ Tamper resistant outlets
- ☐ Ceiling fans
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights
- ☐ Smoke/CO alarm locations hard wired, interconnected and battery backup

## **ELEVATION** (front, rear and side views)

- ☐ Attic ventilation
- ☐ Roof pitch
- ☐ Roofing material
- ☐ Exterior finish/stucco thickness
- ☐ Height/bearing elevations
- ☐ Window and door opening locations
- ☐ Chimney location/height

## **MECHANICAL**

- ☐ Equipment location
  - Anchorage for condenser
  - Protection in garage locations
  - Clearances at equipment
  - Structural detail for air handler in attic
- ☐ Room ventilation
  - Duct layout (usually in energy calculations)
  - R-value of ducts
  - CFM's
  - Balanced return/ducted, transfer ducts or grilles
- ☐ Exhaust
  - Bath exhausts size and termination
  - Dryer exhaust discharge/make up air
- ☐ Energy calculations with equipment sizing calculations

- ☐ Skylights

### **PLUMBING**

- ☐ Plumbing waste riser diagram
- ☐ Water heater location
- ☐ Fixture location

### **FUEL GAS**

- ☐ BTUs each outlet and total BTUs
- ☐ Pipe type and total length
- ☐ LP regulator and model type
- ☐ Combustion air vents
- ☐ Location of equipment
- ☐ Venting
- ☐ Gas Type
- ☐ Gas Pressure
- ☐ Gas piping riser

### **ROOF TRUSS LAY OUT**

- ☐ Truss I. D. #s
  - Layout
  - Signed/Sealed truss engineering package
- ☐ Strapping/fasteners

### **DETAIL SHEETS OR NOTES**

- ☐ Footings
- ☐ Beam to wall and/or post attachments
- ☐ Post/column and beam construction
- ☐ Interior bearing walls
- ☐ Stairs section
- ☐ Chimney construction
- ☐ Dormer construction
- ☐ Floor framing
- ☐ Entry construction
- ☐ Arched windows
- ☐ Bay windows
- ☐ Frame to block connections
- ☐ Knee wall construction
- ☐ Sky light framing
- ☐ Top plate splicing requirements
- ☐ Steel requirements (footer, lintel, vertical pour)
  - Grade
  - Over lap
- ☐ Veneer
- ☐ Shear wall locations and construction
  - Connectors
  - Fasteners
- ☐ Roof sheathing & diaphragms
  - Fasteners
  - Blocking
- ☐ Wall and gable sheathing fastening

- ☐ Gable end, frame and block, vaulted and flat
- ☐ Conventionally framed roof members
- ☐ Glass block
- ☐ Bearing opening strapping/anchorage
- ☐ Bearing/non-bearing wall detail
- ☐ Typical wall section detail, one and two story, block and frame, for all scenarios
  - Connectors
  - Anchorage bolts
  - Materials and assembly
- ☐ Garage and swing door buck fastening
- ☐ Ceiling diaphragms
  - Blocking
- ☐ Any conventional framing

#### **MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS**

- ☐ Roofing installation instructions & compliance with ASTM standards
- ☐ Window and mullion installation instructions
- ☐ Garage door, sliding glass door and swing door installation instructions
- ☐ Siding installation instructions
- ☐ Soffit installation instructions
- ☐ Glass block installation instructions
- ☐ Engineered lumber products installation instructions

#### **PRODUCT APPROVAL**

- ☐ Copies of proof of compliance with Florida Product Approval.
  - FS 553.842, FAC 61G20-3

*These guidelines were compiled to assist the applicant in preparing a residential permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.*



## **City of Oviedo**

### **Residential Pool / Spa / Hot Tub Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Pool Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Electrical Permit Application.
- ☐ Completed and signed Plumbing Permit Application (if owner is applicant).
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating the worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Two (2) sets signed and sealed pool construction plans.
- ☐ Two (2) site plans drawn to scale with accurate measurements. The dimensions of areas shown on site plan must match dimensions of pool construction plans.
- ☐ Two (2) copies of a completed total dynamic head calculation in accordance with ANSI/APSP 7-06 with associated equipment specifications to verify compliance with the entrapment protection for suction outlets provisions of FBCR R4101.6.6.
- ☐ Two (2) copies of a completed swimming pool energy efficiency compliance information form meeting the requirements of ANSI/APSP-15 as required by the Florida energy Efficiency code section 403.9.
- ☐ Two (2) copies of the manufacturer's installation instructions for all accessories to pool (i.e., pumps, heaters, lights...).
- ☐ Two (2) completed and signed (by contractor and owner) City of Oviedo Residential Pool / Spa / Hot Tub Safety Act Requirement forms.

#### **CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

##### **SITE PLAN**

- ☐ Plans to scale
- ☐ Lot number
- ☐ Address
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations must be indicated
- ☐ Equipment location
- ☐ Easements: drainage, utility, etc.
- ☐ Location of septic systems
- ☐ Existing tree locations – Please identify any trees that will be removed and show location of the replacement trees.
- ☐ Existing home finished floor elevation
- ☐ Existing/proposed lot corners elevations

- ☐ Proposed pool deck finished floor elevation
- ☐ Retaining walls (if applicable) – proposed top/bottom elevations along the wall
- ☐ Note stating proper silt fence will be used and maintained during construction

#### PLANS / GENERAL

- ☐ Plans to 1/8" scale
- ☐ Designer information: name, address, registration # on all pages
- ☐ Design criteria: applicable codes and/or standards
- ☐ Standards as referenced
- ☐ Method of compliance for the swimming pool barrier requirement
- ☐ Safety glass requirement

#### ELECTRIC

- ☐ Bonding/grounding to foundation steel
- ☐ Service location
- ☐ Panel locations
- ☐ GFCI
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights

#### MECHANICAL

- ☐ Equipment location
- ☐ Anchorage for wind requirements
- ☐ Clearances at equipment

#### PLUMBING

- ☐ Piping Diagram
- ☐ Plumbing Permit Application if other than pool contractor

#### INSTALLATION INSTRUCTIONS

- ☐ Manufacturer product installation instructions

More information on permitting may be found here: [Permit Information Web Page](#)

#### **REQUIRED INSPECTIONS:**

##### 1. PRE-CONSTRUCTION INSPECTION

- Inspection to be approved prior to excavating the earth for the pool. The pool foot print is to be staked out and silt fencing is to be installed to prevent erosion run off.

##### 2. POOL STEEL INSPECTION

- Inspection to be made after excavation, installation of reinforcing steel, and prior to placing of concrete shell.

##### 3. PLUMBING ROUGH INSPECTION

- To be approved prior to placing concrete shell.
- Verify piping per plans; inspect anti-entrapment system (if applicable at this stage). All piping to be inspected shall be under a minimum pressure of 35psi for fifteen minutes.
- Piping must be sufficiently exposed to verify code compliance. All fittings required to be exposed.

##### 4. ELECTRIC ROUGH INSPECTION

- 
-

Shell Bonding to be approved prior to placing of concrete shell.  
Check bonding requirements and clamps for code compliance. Clamps **DO NOT** require silicone or other covering.

5. ELECTRIC UNDERSLAB ROUGH INSPECTION
  - To be approved prior to installation of pool deck.
  - Verify equipotential bond and all applicable connections requiring bonding.
  - Verify 12” minimum burial depth of conductors to pool equipment.
6. PLUMBING 2<sup>ND</sup> ROUGH INSPECTION
  - Piping shall be complete and run to equipment location. Piping shall be sufficiently exposed to verify code compliance; all fittings shall be exposed.
  - Piping shall be under a minimum pressure of 35psi for fifteen minutes.
7. POOL DECK INSPECTION
  - All previous inspections shall be approved prior to the pool deck inspection.
  - Inspector shall verify compaction of soil; verify termite treatment within one foot of structure; and verify structural components (if applicable).
  - Deck area shall be completely prepared for application of final deck material.
  - Contractor shall verify compaction of soil prior to scheduling inspection. If **Correction Notice** is issued for compaction of soil, an Engineer registered with the State of Florida shall certify compaction.
8. CHILDL SAFETY ACT INSPECTION
  - Must meet the requirements relating to pool safety features as described in Section 424.2.17.
  - Verify safety glazing within 60” of water’s edge.
  - Inspection required prior to filling pool.
9. FINAL ELECTRIC INSPECTION
  - Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60” of pools edge and all equipment is properly bonded.
  - Inspection required prior to filling pool.
10. FINAL PLUMBING INSPECTION
  - Verify all plumbing connections are water tight; verify all covers and finishes of piping are in place; and verify anti-entrapment installation is complete.
  - Pool to be fully operational.
11. FINAL LOT GRADING INSPECTION
  - Inspection to be requested after all lot grading is complete and landscaping is installed, prior to requesting the final pool inspection.
12. FINAL POOL INSPECTION
  - All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., solar, gas, etc.).
  - Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
  - All construction materials and debris shall be removed from jobsite prior to final inspection.
  - Any damage to the Right-of-Way shall be repaired.

*These guidelines were compiled to assist the applicant in preparing a residential pool / spa / hot tub permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and local code requirements.*

## **City of Oviedo**

### **Roof Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a roof permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Commercial Sales Office in a Residence**

### **Permit Submittal Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Signed and sealed building construction plans.
- ☐ Copies of proof of compliance with Florida Product Approval.
- ☐ Copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- ☐ Copy of signed energy calculations
- ☐ Copy of an approved City of Oviedo special exception permit to include a commercial sales office in this residential subdivision if required.

More information on permitting may be found here: [Permit Information Web Page](#)

The following comments are for guidance when submitting an application requesting a sales office to be included in a residence being constructed. Including a sales office in a residence alters the occupancy classification of the building from a residential occupancy to business/residential mixed occupancy.

1. A special exception permit may be required to include a commercial sales office in this residential subdivision. Please contact the City of Oviedo Planning and Development Division at 407-971-5775 for further information.
2. A site plan with accessible parking and accessible route in compliance with Florida Building Code, Accessibility that has been approved by cities Development Review Division. Please contact them for their specific requirements.
3. An accessible route throughout the portion of the building used as a commercial office in compliance with Florida Building Code, Accessibility.
4. All doors within the portion of the building used as a commercial office that are an element of an accessible route and at least one door at each accessible space must comply with Florida Building Code, Accessibility.

5. An accessible toilet room is required. It must be on an accessible route as required by the Florida Building Code, Accessibility. As an alternate an accessible portable toilet on an accessible route outside the building may be used.
6. The energy calculations will have to include the additional conditioned square footage and any additional HVAC systems.
7. The electrical load calculation will have to include any additional lighting and HVAC system loads and if necessary revise the electrical riser diagram.

*This guideline was compiled to assist the applicant in preparing a permit application for a sales office in a residence and may not be complete. The applicant is also required to meet the requirements of the residential permit application guidelines and meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Shed / Gazebo Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. (if contractor is applicant)
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder. (must be submitted with each application if contractor is applicant)
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Copy of a property survey indicating proposed location and distances to property line(s).
- ☐ Shed or Gazebo 10'x 12' or less:
  - Proof of compliance with Florida Product Approval. F.S. 553.842 and Florida Administrative Code 61G20-3 (Roofing material information)
  - Copies of manufacturer's installation instructions or plans.
  - Commonly accepted construction practices with appropriate tie downs or;
  - May use ANSI / AF&PA WFCM wood frame construction manual for one and two family dwellings.
  - May use WPPC Guide to wood construction in high wind areas.
  - Florida State Department of Business and Professional Regulation Approved Manufactured Building.
- ☐ Shed or Gazebo greater than 10' x 12':
  - Signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings.
  - Proof of compliance with Florida Product Approval. F.S. 553.842 and Florida Administrative Code 61G20-3 (if applicable)
  - Copies of manufacturer's installation instructions.
  - Florida State Department of Business and Professional Regulation Approved Manufactured Building. (if applicable)

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a Shed / Gazebo permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Siding Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Completed and signed Electrical Permit Application. (If electric meter must be removed)
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ A basic layout of the building indicating locations of siding work.
- ☐ Copies of the manufacturer's installation instructions and proof of Florida Product Approval.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a siding permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*



## **City of Oviedo**

### **Sign Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

#### **TEMPORARY SIGNS**

- ☐ Sign Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of the Business Tax Receipt (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage.
- ☐ Certificate of insurance indicating Worker's Compensation insurance coverage and naming the City of Oviedo as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- ☐ Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- ☐ Copy of site plan indicating proposed location and distance to property line(s).
- ☐ Copy of a drawing showing height, size, shape, and face of proposed sign.

#### **FREESTANDING / WALL SIGNS (Electrical / Non Electrical Signs)**

- ☐ Sign Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- ☐ Electrical Permit Application completed and signed (if applicable).
- ☐ Copy of the contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if the contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of signed contract.
- ☐ Site specific, notarized letter of authorization from the property owner authorizing placement of the sign on property.
- ☐ Copy of site plan indicating proposed location and distance from property line(s).
- ☐ Copy of signed & sealed engineered drawings showing construction, fasteners, connectors, line of site, and electrical requirements.
- ☐ Copy of a drawing showing height, size, shape, and face of proposed sign.
- ☐ Separate permit applications are required for different sign types (e.g., one permit application may include two wall signs, but a wall sign and a monument sign requires a separate permit application).

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a sign permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and local code requirements.*

## City of Oviedo Slab/Paver Permit Application Guidelines

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if a contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder. (if a contractor is the applicant).
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Copy of a site plan/survey indicating proposed location of work and distances to property line(s).

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a slab/paver permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Solar Heating Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder or a copy of a worker's compensation exemption issued by the State of Florida must be submitted with each application (if the contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of signed and sealed engineering for the solar collectors to be mounted on the roof. Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings
- ☐ For factory built systems submit the listing and label showing the manufacturer's name, address, model number, collector dry weight and maximum allowable temperatures and types of heat transfer fluid allowed.
- ☐ Copy of the roof plan layout indicating the location of the solar panels, pool equipment/water heater and the geographical orientation of the building (may be hand drawn)
- ☐ Copy of the component identification sheets (riser diagram)
- ☐ Copy of the manufacturer's installation instructions for the equipment and any appliances.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a solar permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## **City of Oviedo**

### **Solar Photovoltaic Permit Application Guidelines**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Copy of a complete basic roof layout indicating the proposed location and orientation of the solar panel array(s).
- ☐ Copy of signed and sealed engineering for the attachment of the solar photovoltaic system to the roof. Wind design data is required on the drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings.
- ☐ Provide the phase, voltage and amperage of the existing electrical service.
- ☐ Copy of the support rail specifications and installation manual.
- ☐ Copy of the power inverters specifications and installation manual.
- ☐ Copy of the photovoltaic module specifications and installation manual.
- ☐ Copy of an electrical schematic drawing that includes the complete circuitry from the solar panels through the power inverter to the electrical service panel for the building including conductor types and sizes, conduit types and sizes, junction box type and sizes, the size/rating and location of all of the over current protection devices (e.g. fuses, circuit breakers), the rating and location of all of the disconnects and all bonding/grounding compliant with NEC article 690.
- ☐ An electrical sub-permit submitted by a licensed electrical contractor is required for the portion of the electrical circuit from the supply side of the power conditioning unit through to the building's electrical service as required by Florida Administrative code 61G4-15.021(3)(d) which states "Solar photovoltaic systems. Solar contractors may install new or replace existing power and control wiring in photovoltaic (PV) source circuits, PV output circuits, battery storage system circuits, and power conditioning unit. In an interactive system that operates parallel with a primary source of electrical energy, this work is limited to the PV supply side of the power conditioning unit. In a stand-alone, or non-grid connected system, the work above-referenced shall be limited to the PV supply side of the power conditioning unit and shall not include wiring integral to the building premises. All work shall be done in accordance with the National Electric Code."

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a solar permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*



**CITY OF OVIEDO FLORIDA**  
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**Foundation & Final Survey  
Submittal Requirements  
for One & Two-Family  
Residential Construction**

The residential building permit requires the submission **plot plan** to be reviewed and approved prior to issuance of the building permit application. The specific requirements for the plot plan are below.

The City requires all new construction to submit a **foundation survey** to be review and approved prior to foundation pour for each principal building, addition and accessory use building to ensure these structures adhere to the Land Development Code. The review of the foundation survey may take up to three (3) business days to complete.

Prior to the Certificate of Occupancy & Certificate of Completion, one of the requirements is the submission of a **final survey** to certify the construction is in compliance with the Land Development Code. The final survey shall be provided after all required site elements have been installed and completed. The review of the final survey may take up to three (3) business days to complete.

**FOUNDATION SURVEY:**

A foundation survey shall be prepared and certified by a registered surveyor. Please provide two (2) signed/sealed hard copies and one (1) electronic copy with the following:

1. Lot number
2. Address / legal description
3. Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
4. Primary building setback lines/envelope
5. Survey type (Foundation/Form Board)
6. Existing easements (i.e. drainage, utility, etc.)
7. Proposed finished floor elevation
8. Show Normal High-Water Line (if applicable) with setbacks to the principal structure and any accessory structures, if applicable.
9. Wetland delineation line with setbacks. If applicable a DEP permit needs to be provided.

### **PLOT PLAN / FINAL SURVEY**

The Certified Surveyor shall provide two (2) signed/sealed hard copy and one (1) electronic copy of Plot Plan / Final Survey certifying that construction is in conformance with the Land Development Code / approved plans. The Plot Plan / Final Survey information is to include, but not be limited to, the following:

1. Lot number
2. Address / legal description
3. Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
4. Primary building setback lines/envelope
5. A/C unit locations with setback from property line
6. Canopy trees type, size caliper and locations as required by Land Development code
7. Survey type (Plot Plan / Final)
8. Existing easements (i.e. drainage, utility, etc.)
9. Building separation, if applicable
10. Location of septic systems
11. Flood zone reflecting current FEMA map revision date
12. Lot grading type (A, B, C, etc.)
13. Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for Type A and B lots)
14. Lot corner elevations and break point elevations
15. Drainage swales (if applicable) with profile view
16. Proposed finished floor elevation
17. Show Normal High-Water Line (if applicable) with setbacks to the principal structure and any accessory structures, if applicable.
18. Wetland delineation line with setbacks. If applicable a DEP permit needs to be provided.



## CITY OF OVIEDO FLORIDA

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### **Foundation Survey & Record Drawing Submittal Requirements for New Construction** (except One & Two-Family Residential)

The City requires all new construction to submit a **foundation survey** to be review and approved prior to slab inspection for each principal building, addition or accessory use building to ensure these structures adhere to the Development Order. The review of the foundation survey may take up to three (3) business days to complete.

Prior to clearing water, sewer and stormwater lines, an **as-built** shall be provided to the City for review and approval.

Prior to the Certificate of Occupancy or Certificate of Completion, the City requires the submission of **record drawings** to certify the construction is in conformance with the Development Order. The record drawings shall be provided after all required building and site elements have been installed and completed. The review of the record drawings may take up to five (5) business days to complete.

**FOUNDATION SURVEY:** A foundation survey shall be prepared and certified by a registered surveyor. Please provide three (3) signed/sealed hard copies and one (1) electronic copy with the following:

1. Lot number
2. Address / legal description
3. Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
4. Primary building setback lines/envelope
5. Survey type
6. Existing easements (i.e. drainage, utility, etc.)
7. Proposed finished floor elevation

### **AS-BUILT & RECORD DRAWINGS**

A certified surveyor shall provide three (3) signed/sealed hard copy and one (1) electronic copy of As-Built certifying the improvement (e.g. water, sewer, etc.) is in conformance with the approved plans.

The Engineer of Record shall provide three (3) signed/sealed hard copy and one (1) electronic copy (including GIS format below) of Record Drawings certifying that construction is in conformance with the approved plans. The as-built and record drawing

information is to include, but not be limited to, the following:

1. All improvements related and incorporated in the Site Development Order must be completed, including and not limited to all undergrounding and right of way improvements including all conditions of approvals.
2. Record Drawings and As-Built for the entire site.
3. All inspections approved including the final site inspection and other agency approvals (e.g. FDOT approval, SJRWMD certificate of project completion, FDEP clearance etc).
4. All easements recorded.
5. A letter from the EOR certifying that the following was constructed and inspected in conformance with the approved Development Order drawings:
  - a. Site Elements: The entire site was constructed in accordance with the approved plan set.
  - b. The pavement was constructed in conformance to the approved plan set, including density testing, string line report, cores, photos, etc.
  - c. Stormwater elements, including video or lamping report, as-built and record drawings.
  - d. Sanitary System: The Sanitary system was constructed in conformance to the approved plan set and state standards.
  - e. Water System: The Water system was built in conformance to the approved plan set and state standards.
  - f. Lighting: The site lighting was built in conformance to the approved plan set.
6. Note: The EOR letter(s) may be compiled in one letter. Please provide one (1) hard copy (wet seal or embossed) and one (1) digital copy.
7. All boundary, rights-of-way, easements and lot lines.
8. Location and size of all valves, fittings, connection points, etc.
9. Location, size, top rim and invert elevations on all stormwater and sanitary sewer pipes, structures, underdrains, and cleanouts.
10. Utility pipeline tied horizontally to edge of pavement and right-of-way lines, located every 200 feet plus all changes in horizontal offset.
11. Spot elevations at 50 foot intervals along the top of berm and sufficient slope and bottom elevations to show conformance to design for all retention/detention ponds.
12. Spot elevations at 50 foot intervals along all off site drainage ditches and swales.
13. High and normal water level of retention ponds and natural bodies of water.
14. Pavement centerline and edge of pavement elevations every 200 feet plus at all curb inlet locations and radii.
15. Total impervious area for commercial and gated communities.
16. Locations of sidewalks, driveways and approaches; including distances to property lines, if applicable.
17. Horizontal and vertical data for any construction which deviates from the approved engineering drawings.
18. Location of all (existing and newly planted) large, medium and small trees on site and right-of-way.
19. Location of irrigation well, if applicable.



Record Drawings shall also be provided in GIS format as follows:

GIS Format:

ESRI ArcGIS 9.2 version (if data is created in a later version such as ArcGIS 9.3 then the data needs to be save out as 9.2 compatible or as a shapefile)

1. Data submitted to the City Of Oviedo needs to be in a:

Personal or File Geodatabase:

File Feature dataset:

Feature Class(s)

With all associated Domain(s)

- Projection in NAD\_1983\_StatePlane\_Florida\_East\_FIPS\_0901\_Feet
- Completed Metadata

2. Data can be submitted as a shapefile but not my preferred method. If submitted this way be sure all associated parts to the shapefile are inclusive.

.dbf

.prj

.sbn

.sbx

.shp

.shp.xml

shx

- Projection in NAD\_1983\_StatePlane\_Florida\_East\_FIPS\_0901\_Feet
- Complete Metadata

## City of Oviedo Tent / Canopy Permit Application Guidelines

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder. (must be submitted with each application if contractor is applicant)
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Site plan indicating proposed tent location.
- ☐ Copy of the Certificate of Flame Resistance.
- ☐ City of Oviedo Special Event Permit (if applicable)

**NOTE:** No building permit is required for temporary tents or canopies less than 900 square feet unless the tent / canopy contain hazardous materials, sparklers or fireworks. Temporary structures that cover an area greater than 120 square feet, including connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons also require a building permit in accordance with the 2023 Florida Building Code section 3103.1.2.

For more information on permitting may be found here: [Permit Information Web Page](#).

*These guidelines were compiled to assist the applicant in preparing a tent / canopy permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements.*

## City of Oviedo Townhome Permit Application Guidelines

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ A building permit application **for each unit** is required.
- ☐ Copy of a completed and signed right-of-way utilization type I permit application **for each unit** is required.
- ☐ Copy of the contractor's license issued by the State of Florida (if contractor is applicant) **for each unit**.
- ☐ Copy of certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida must be submitted with each application **for each unit** (if contractor is applicant).
- ☐ Copy of a Seminole County impact fee statement **for each unit**.
- ☐ Copy of signed and sealed building construction plans **for the entire townhome building**. (See City of Oviedo Residential Permit Application Guidelines for Attached and Detached One and Two Family Dwellings for specific requirements for the plans.)
- ☐ Copy of signed and sealed floor and roof truss engineering **for the entire townhome building**.
- ☐ Copy of a proof of compliance with Florida Product Approval **for the entire townhome building**.
- ☐ Copy of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, roof vents, engineered lumber products, glass blocks, soffit materials and siding **for the entire townhome building**.
- ☐ Copy of completed and signed energy calculations **for each unit**.
- ☐ Copy of signed and sealed plot plan/survey **for each unit**.

More information on permitting may be found here: [Permit Information Web Page](#)

### THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

#### SITE PLAN / PLOT PLAN

- ☐ Lot number
- ☐ Address / legal description
- ☐ Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- ☐ Primary building setback lines/envelope
- ☐ A/C unit locations with setback from property line
- ☐ Canopy trees type, size caliper and locations as required by Land Development code
- ☐ Survey type (Plot Plan / Final)
- ☐ Existing easements (i.e. drainage, utility, etc.)
- ☐ Building separation, if applicable
- ☐ Location of septic systems
- ☐ Flood zone reflecting current FEMA map revision date
- ☐ Lot grading type (A, B, C, etc.)
- ☐ Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for Type A and B lots)
- ☐ Lot corner elevations and break point elevations
- ☐ Drainage swales (if applicable) with profile view

- ☐ Proposed finished floor elevation
- ☐ Show Normal High-Water Line (if applicable) with setbacks to the principal structure and any accessory structures, if applicable.
- ☐ Wetland delineation line with setbacks. If applicable a DEP permit needs to be provided.

### **BUILDING PLAN**

- ☐ Construction documents shall indicate applicable code editions
- ☐ Construction type
- ☐ Plans to minimum 1/8" scale
- ☐ Designer information: name, address, registration #, seal and signature on all pages
- ☐ Page size minimum 22" x 34"
- ☐ All pages numbered and labeled
- ☐ Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)
  - Ultimate design wind speed (Vult)
  - Nominal design wind speed (Vasd)
  - Risk category
  - Exposure category
  - Enclosure classification
  - Internal pressure coefficient
  - Component and cladding design wind pressures in terms of psf
  - Structural Calculations, if necessary

### **FLOOR PLAN**

- ☐ Building area tabulation
- ☐ Room size
- ☐ Corridors
- ☐ Stair location/guardrails
- ☐ Safety glass locations
- ☐ Egress door and emergency escape windows sizes and location
- ☐ Stairs construction requirements
- ☐ Special column/post anchorage
- ☐ Interior load bearing wall locations
- ☐ Shear walls
- ☐ Down cells
- ☐ Lintel schedule
- ☐ Attic access
- ☐ Accessibility restroom (door) location
- ☐ Fire resistant assemblies
- ☐ Identify options to be used

### **FOUNDATION / SLAB**

- ☐ Filled cells with reinforcement locations
- ☐ Footer denotation/details
- ☐ Footers minimum 12" below grade
- ☐ Interior bearing walls/pads
- ☐ Porch pads/footers
- ☐ Brick ledge detail
- ☐ Slab thickness/steel/fiber mesh
- ☐ Vapor barrier/termite treatment type
- ☐ Reinforcing steel over lap

- ☐ Relieving arch steel at pipe penetrations
- ☐ All wood minimum 6" above grade
- ☐ Crawl space ventilation
- ☐ Termite shields

## **ELECTRICAL**

- ☐ Service riser diagram
- ☐ Electrical load calculations
- ☐ Bonding/Grounding to foundation steel
- ☐ Service location
- ☐ Panel locations
- ☐ Receptacle lay out
- ☐ GFCI protection
- ☐ AFCI protection
- ☐ Tamper resistant outlets
- ☐ Ceiling fans
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights
- ☐ Smoke/CO alarm locations hard wired, interconnected and battery backup

## **ELEVATION** (front, rear and side views)

- ☐ Attic ventilation
- ☐ Roof pitch
- ☐ Roofing material
- ☐ Exterior finish/stucco thickness
- ☐ Height/bearing elevations
- ☐ Window and door opening locations
- ☐ Chimney location/height

## **MECHANICAL**

- ☐ Equipment location
  - Anchorage for condenser
  - Protection in garage locations
  - Clearances at equipment
  - Structural detail for air handler in attic
- ☐ Room ventilation
  - Duct layout (usually in energy calculations)
  - R-value of ducts
  - CFM's
  - Balanced return/ducted, transfer ducts or grilles
- ☐ Exhaust
  - Bath exhausts size and termination
  - Dryer exhaust discharge/make up air
- ☐ Energy calculations with equipment sizing calculations
- ☐ Skylights

## **PLUMBING**

- ☐ Plumbing waste riser diagram
- ☐ Water heater location

- ☐ Fixture location

### **FUEL GAS**

- ☐ BTUs each outlet and total BTUs
- ☐ Pipe type and total length
- ☐ LP regulator and model type
- ☐ Combustion air vents
- ☐ Location of equipment
- ☐ Venting
- ☐ Gas Type
- ☐ Gas Pressure
- ☐ Gas piping riser

### **ROOF TRUSS LAY OUT**

- ☐ Truss I. D. #s
  - Layout
  - Signed/Sealed truss engineering package
- ☐ Strapping/fasteners

### **DETAIL SHEETS OR NOTES**

- ☐ Footings
- ☐ Beam to wall and/or post attachments
- ☐ Post/column and beam construction
- ☐ Interior bearing walls
- ☐ Stairs section
- ☐ Chimney construction
- ☐ Dormer construction
- ☐ Floor framing
- ☐ Entry construction
- ☐ Arched windows
- ☐ Bay windows
- ☐ Frame to block connections
- ☐ Knee wall construction
- ☐ Sky light framing
- ☐ Top plate splicing requirements
- ☐ Steel requirements (footer, lintel, vertical pour)
  - Grade
  - Over lap
- ☐ Veneer
- ☐ Shear wall locations and construction
  - Connectors
  - Fasteners
- ☐ Roof sheathing & diaphragms
  - Fasteners
  - Blocking
- ☐ Wall and gable sheathing fastening
- ☐ Gable end, frame and block, vaulted and flat
- ☐ Conventionally framed roof members
- ☐ Glass block
- ☐ Bearing opening strapping/anchorage
- ☐ Bearing/non-bearing wall detail
- ☐ Typical wall section detail, one and two story, block and frame, for all scenarios

- Connectors
- Anchorage bolts
- Materials and assembly
- ☐ Garage and swing door buck fastening
- ☐ Ceiling diaphragms
  - Blocking
- ☐ Any conventional framing

#### **MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS**

- ☐ Roofing installation instructions & compliance with ASTM standards
- ☐ Window and mullion installation instructions
- ☐ Garage door, sliding glass door and swing door installation instructions
- ☐ Siding installation instructions
- ☐ Soffit installation instructions
- ☐ Glass block installation instructions
- ☐ Engineered lumber products installation instructions

#### **PRODUCT APPROVAL**

- ☐ Copies of proof of compliance with Florida Product Approval.
  - FS 553.842, FAC 61G20-3

*These guidelines were compiled to assist the applicant in preparing a townhome permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.*

## **City of Oviedo**

### **Wall Permit Application Guidelines**

#### **(Free Standing and Retaining)**

Permit Applications are submitted electronically using the [Oviedo Online Permit Web Page](#). All permit applications must be complete prior to acceptance. Follow the online instructions. Complete the application online and upload the following documents:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number. Indicate linear footage, height, number of gates, and type of material.
- ☐ Electrical Permit Application completed and signed (if applicable).
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Copy of site plan indicating proposed location and grading.
- ☐ Copy of the signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings and structures.

More information on permitting may be found here: [Permit Information Web Page](#)

*These guidelines were compiled to assist the applicant in preparing a wall permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and federal code requirements*