

Fast Track User Guide

Residential and Commercial Building Permits



Division of Building Safety

How to apply for Residential and Commercial Building Permits and submit plan files electronically using Orange County's Fast Track Online Services.

FAST TRACK

ONLINE PERMITTING SERVICES

FAST TRACK USER GUIDE

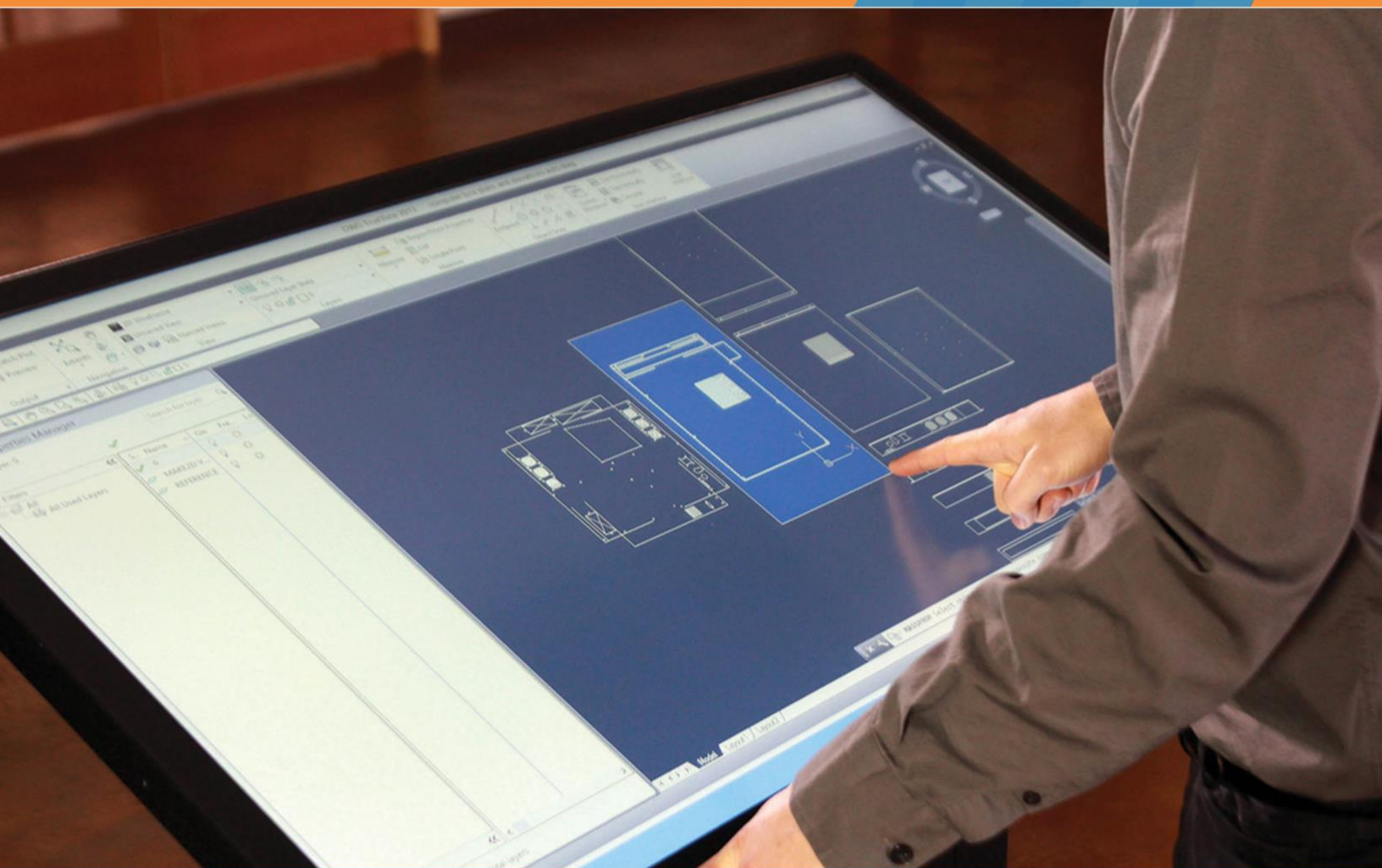


Table of Contents

Section-Page Number

1	<i>Introduction.....</i>	<i>1-3</i>
1.1	Scope and Purpose.....	1-3
2	<i>Getting Started; Registration, Requirements and Resources</i>	<i>2-4</i>
2.1	Registering and Logging-in.....	2-4
2.2	Documentation and Submission Requirements	2-5
2.3	Font Requirements.....	2-5
2.4	Requirements for All Uploaded Files	2-5
2.5	Project Documentation and Plan File Requirements	2-6
2.6	Forms, Fees and Resources – How to Download Permitting Forms.....	2-7
2.7	User Help - Chat Feature.....	2-7
2.8	Digital Signature Requirements	2-8
3	<i>Residential Permit Application and Plans Submittal.....</i>	<i>3-13</i>
3.1	Getting Started.....	3-13
3.2	Apply for a Permit	3-14
3.3	Residential Permit Application Step 1: Addressing.....	3-15
3.4	Residential Permit Application Step 2: Building and Work Type	3-15
3.5	Residential Permit Application Step 3: Permit Application Page 1	3-16
3.6	Residential Permit Application Step 4: Plans and Documents Upload	3-17
3.7	Residential Permit Application Step 5: Submit or Save.....	3-20
3.8	Fee Payment	3-21
4	<i>Commercial Permit Application and Plans Submittal.....</i>	<i>4-23</i>
4.1	Getting Started.....	4-23
4.2	Apply for a Permit	4-24
4.3	Commercial Permit Application Step 1: Addressing	4-25
4.4	Commercial Permit Application Step 2: Building and Work Type	4-26
4.5	Commercial Permit Application Step 3: Permit Application Page 1	4-27
4.6	Commercial Permit Application Step 4: Associated Permits	4-28
4.7	Commercial Permit Application Step 5: Plans and Documents Upload.....	4-29
4.8	Commercial Permit Application Step 6: Pay Applicable Fees	4-32
5	<i>Permit Statuses Key</i>	<i>5-34</i>

5.1	Tracking Your Review Status	5-35
5.2	Plan Review Comments	5-36
6	<i>Additional Permit(s) During the Review Process - Creating a Project</i>	<i>6-37</i>
6.1	Permit Statuses	6-37
7	<i>Submitting Plan Corrections and Revisions</i>	<i>7-39</i>
7.1	Submitting Plan Corrections	7-39
7.2	Submitting Plan Revisions.....	7-40
7.3	Completing a Corrections or Revisions Submission	7-41
8	<i>Final Steps</i>	<i>8-42</i>
8.1	Ready to Issue Status	8-42
8.2	Email Notification.....	8-42
8.3	Ready to Issue Letter	8-42
8.4	Assigning a Contractor and Contractor Verification	8-44
8.5	Permit Issuance.....	8-46
8.6	Download Issued Permit from Fast Track	8-46
8.7	Building Permit Form.....	8-47
8.8	Download Approved Plans from Fast Track	8-48
9	<i>Next Steps: Notice of Commencement, Sub-Permits and Inspections</i>	<i>9-49</i>
9.1	Notice of Commencement	9-49
9.2	Sub Permits.....	9-49
9.3	Inspections.....	9-49
10	<i>Contact Information</i>	<i>10-50</i>

1 Introduction

Electronic transmission of information is commonplace and increases efficiency in today's on-demand world. Utilizing telecommunication to reduce time, cost and waste is an important step forward for the construction industry. Orange County Government developed [Fast Track Online Services](#) to support the construction industry and meet the technological needs for online permitting and plan submission.

This user guide was developed in order to guide customers through the submission process. This user guide is intended to be a reference and educational tool and is not all-inclusive. The intent of this user guide is to be a reference and educational tool and is not all-inclusive. This guide covers examples of Residential and Commercial Building Permit applications, but the process is similar for Sub-Permit types such as Electrical, Mechanical, Plumbing and Fuel/Gas. This course is also available in an [Interactive Training Course](#).

Building Permitting Process

The goal of the building permit process is to create an official public record of construction activity that aims to protect the safety of everyone involved in the project, both directly and indirectly, from the workers on the job, to nearby residents, to the final occupants of the completed structure.

Electronic Permitting

The electronic permit application process depends on the authenticity of information. Certain documents such as plans/drawings will need to contain digital signatures which ensure that documents have not been altered since they were signed by design professionals; i.e. architects and Professional Engineers.

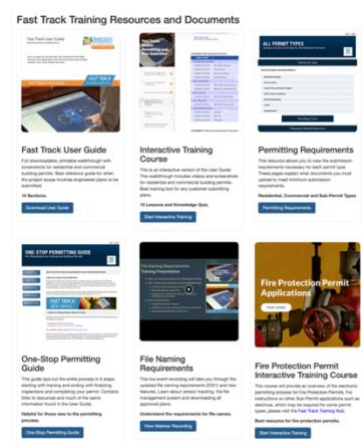
1.1 Scope and Purpose

This document provides step-by-step instructions for effective use of Orange County's [Fast Track Online Services](#). This guide is also available as an [Interactive Training Course](#).

This guide covers initial membership registration, online permit applications for residential and commercial construction and the electronic plans and document upload process. These procedures apply to contractors, sub-contractors, expeditors and design industry professionals who submit permit applications and/or upload electronic plans to Orange County Government, Florida.

Training videos have been developed in order to provide quick training for many Fast Track Processes. We encourage you to familiarize yourself with Fast Track by watching these informative videos found on the [Fast Track Training Hub and Video Library](#).

To view the specific submission requirements for each type of permit, please visit the [Permitting Requirements webpage, found on OCFL.net](#).



2 Getting Started; Registration, Requirements and Resources

Let's get started by learning how to register and login to Fast Track and covering the requirements you will need to be familiar with to successfully navigate the process.

2.1 Registering and Logging-in

In order to submit Electronic Plans or submit permit applications, you will need to become a registered user of **Fast Track Member Services** (FastTrack.OCFL.net). Any Licensed Contractor or Non-Contractor may apply for a **Fast Track** Account. Detailed instructions for user registration are located on the [Registration Instructions page on Fast Track](#). You can reach this page by visiting the Fast Track homepage and clicking on the "Register" button.

A tutorial video is located on the Video Library page that covers the account types, registration process and logging in for the first time. [View the Register and Login video on the Fast Track Video Library Page](#).

2.1.1 Account types

There are two account types that may be registered:

- **Licensed Contractors** (*General Contractors and Sub-Trades*)

This type of account has access to permit applications, Electronic Plans Upload tools, Fee payment and the entire suite of search and research tools. To get started with registering a licensed contractor account, please [download the form](#). This form must be completed and emailed to ContractorLicensing@ocfl.net.

- **Non-License Holders**

This type of account may apply for permits, upload Electronic Plans, pay fees and access the entire suite of search and research tools.

This type of account is generally utilized by two groups.

- Those who apply for permits on behalf of a contractor or before a job goes to bid.
- Homeowners who may apply for Owner-Builder Permits and Fence Permits

One may apply for Building (commercial and residential) and Sub-permit applications on behalf of a contractor in order to expedite the permitting process. For a permit to actually be issued, a Licensed Contractor, who also must have a Fast Track account, must be assigned to the permit. The license holder must login to their account to verify the permit before it will be issued.

For a Building permit, this may occur up to the point of the permit being ready to issue, but for sub-permits, the contractor license number must be entered during the initial application process. To setup this type of account, you may register electronically, using [the online form](#).

2.1.2 Special Instructions for Owner-Builders

Homeowners are now able to use Fast Track Member Services to apply for Owner-Builder Permits and Fence Permits. There are two options for homeowner accounts: Owner-Builder accounts which will require remote identification verification and the completion of an [Owner-Builder Disclosure Statement](#) in order to comply with Florida Statute, and Fence Permit accounts which do not require this

verification. Please follow the [Procedure for Remote Submission of Owner-Builder Disclosure Statement](#). More instructions are available on the [Registration Instructions](#) page.

2.1.3 Account access

Once you have completed registration, you will receive an email with a temporary password within 24-48 hours. You will login for the first time with this password and be prompted to change this password. Once you have changed the password, you are ready to begin using Fast Track Member Services.

2.2 Documentation and Submission Requirements

To view the specific documentation and submission requirements for each type of permit, please visit the [Permitting Requirements webpage, found on OCFL.net](#).

Use the dropdown and then click on the permit type you wish to apply for. These pages outline document submission requirements for specific permit types.



2.3 Font Requirements

Some fonts will not work with the Fast Track and backend reviewing software. If an unrecognized font is used, issues may occur during the upload and stamping processes. Please use standard fonts found on Microsoft Windows systems.

- Accepted fonts include Windows systems fonts such as Arial and Times New Roman in their standard format. For a full list of approved fonts, [download the Approved Fonts List](#).
- Specialized, user-installed fonts *do not work*. Please avoid using custom or specialized fonts.
- If you encounter issues with incompatible fonts, you may use the Adobe “Print to Image” feature. A guide is available for this process upon request, please send an email to DigitalSignature@ocfl.net.

2.4 Requirements for All Uploaded Files

All uploaded files must follow a set of requirements in order to be accepted by Fast Track and speed up the review process. Use this checklist to make sure you are ready to upload your plans and documentation.

- ✓ Files are submitted in PDF Format.
- ✓ Files are upright; right side up. Documents submitted upside down or sideways will not be accepted.
- ✓ Files must not contain layers. **Layered files are not accepted.** You can check your plans for layers by opening in Adobe Reader. **Note to Design Professionals:** Please turn off the layer option when plotting/exporting to PDF. Please see this [AutoDesk support article](#) for more information.
- ✓ Architectural or Professional Engineered Plans/Drawings should have each page digitally signed and sealed. Project Documentation only requires the first page to be digitally signed and sealed. *This will be covered in the [Digital Signature](#) lesson of this course.*
- ✓ Files must be formatted in standard sizes. Examples of accepted standard file sizes: 8.5x11, 11x17, 24x36, 30x42.
- ✓ Files cannot be more than 10MB.
- ✓ File names must not exceed 40 characters.

- ✓ Do not use commas or special characters. You may use dashes (hyphens) to separate words in the file name or push the words together. Avoid blank spaces.

Tip: *Track filenames by creating a folder on your computer and label it with permit number. In the folder, create subfolders for each submission (layer). This will help you keep track of filenames and each version submitted.*

For specific filename and project document requirements, please see the next section, [2.5 Project Documentation and Plan File Requirements](#).

2.5 Project Documentation and Plan File Requirements

2.5.1 Plan File Requirements

Architectural or Professional Engineered drawings are considered Plan Files.

- ✓ Files may be in portrait or landscape and must be uploaded in their correct orientation.
- ✓ Only one page per file is allowed. Files must not contain layers.
- ✓ File names shall first include Design Professional's sheet number, then a brief description. Example: **A1.1-First-Floor-Plan.pdf** (Updated requirement)
- ✓ A site plan must be included in Residential and Commercial building permit applications for site work, new construction or additions. This file must contain the words *site plan*, *plot plan* or *survey*. Example: **A1-Plot-plan.pdf**
- ✓ If more than 30 files are uploaded, an index sheet is required and must be uploaded. The file name for the index sheet must contain the word *index*. Example: **my-project-index.pdf**
- ✓ The biggest change is that files must now be named starting with the sheet number assigned by the design professional, then a short description of that sheet's content. If the design professional assigned the number A 5.13 to the sheet containing the third-floor plan the sheet should be named **A5.13-Third-Floor-Plan.pdf**.

Tip: *Resubmittals are required to be named identical to the previous version being replaced. See 2.4 for tip on file folder systems.*

2.5.2 Project Documentation File Requirements

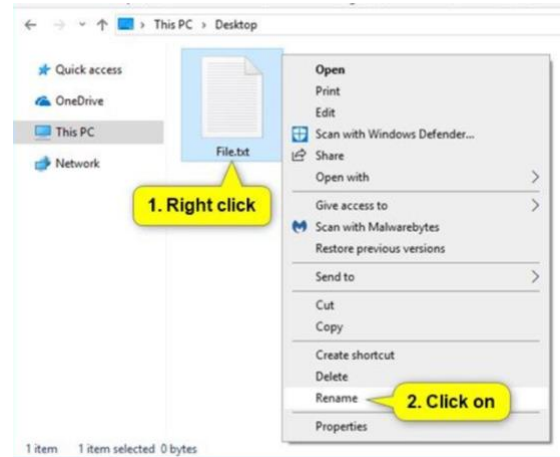
Any supporting document that is not part of the architectural or Professional Engineered drawings is considered to be "Project Documentation". These files should follow the below requirements.

- ✓ Files must be in portrait orientation, multiple pages per file is allowed.
- ✓ It is important to note that Project Documentation is uploaded to the E-Submittal Plans/Documents portal, as it is review related. Do not upload to the General Documents portal.
- ✓ File names must begin with **PD-** in order to identify that these files are project documentation and not design files. After the prefix, add a short description of the file such as, *energy-calcs*. For this example, you would save the file as **PD-Energy-Calcs.pdf**.

2.5.3 Renaming Digitally Signed Documents

Using the 'File, Save As' command to rename a signed document can remove or invalidate signatures.

To rename a digitally signed document and avoid invalidating the digital signature certificate, right click the file in its stored location and select "Rename" in the pop-up dialogue. As an alternative to manually renaming your files, please see [Upload New Version Feature](#) Instructions.

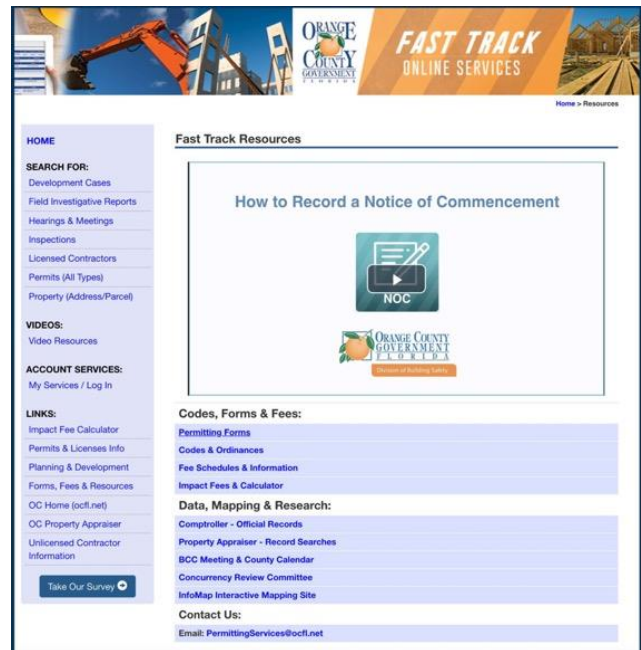


2.6 Forms, Fees and Resources – How to Download Permitting Forms

This resource is very important. The link, which is located in the sidebar, is visible from any page on Fast Track.

This is a screenshot of the Forms, Fees and Resources webpage on Fast Track. The first link on the list will take you to the [Permitting Forms](#) page on www.ocfl.net.

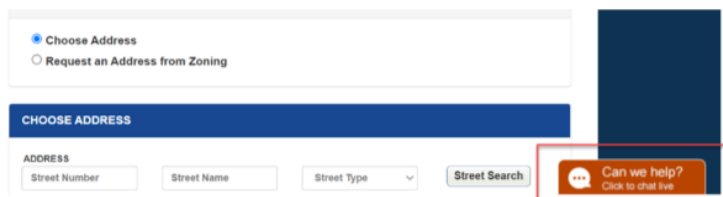
This page contains many helpful links including the [Permitting Forms](#) link where you will be able to download the PDF version of all permit applications, Revision Request Sheets, Blower Door Test forms and much more.



2.7 User Help - Chat Feature

Fast Track now includes a live chat assistance feature. After selecting the permit type, the chat feature will be enabled at the bottom right hand corner of all Commercial, Residential, Subtrade, Solar and Sign permits. Live agents will respond during normal business hours. After-hours messages will be responded to as soon as possible the following business day.

To use the feature, click the "Can we help?" button, which should appear on the bottom right of your web page during the application process.



Enter your name, select the reason for the chat and click on Start Chat. To respond in the chat, click “Send Reply”. To end chat, click “End Chat”. When your chat is ended, you may enter your email to receive an emailed transcript.

The screenshot displays two panels of the Orange County Government chat interface. The left panel is the 'Start Chat' screen, featuring the Orange County Government logo at the top. It prompts the user to 'Please enter your name and click the Start Chat button to begin.' Below this is a text input field labeled 'Enter Name' with a green user icon to its left. A red box highlights this field. Underneath is a dropdown menu titled 'Please select specific reason for the chat *' with a red asterisk. The menu options are 'Application', 'Upload', 'Verification', 'Sub Permits', and 'Other'. A red box highlights the dropdown. At the bottom left, a red asterisk indicates a required field. At the bottom right is a red 'START CHAT' button. The right panel is the 'End Chat' screen, also with the logo. It says 'Thank you for chatting to us today.' and asks 'How was your chat experience?' with five star icons. A red box highlights the star rating area. Below that, it asks 'If you would like a transcript of this chat emailed to you click here and enter your email address below.' with a red box around the text and a red email input field. At the bottom left, a red asterisk indicates a required field. At the bottom right is a red 'SUBMIT/CLOSE' button. Below the button, it says 'Powered By WhosOn Live Chat'.

2.8 Digital Signature Requirements

Architectural or Professional Engineered Plans/Drawings should have each page digitally signed and sealed. Project Documentation only requires the first page to be digitally signed and sealed.

2.8.1 Electronic Signature versus Digital Signature

These two terms are often used interchangeably, but in the context of electronic plans submission when using Orange County's electronic submittal process, we would like to clearly differentiate the two. Orange County only accepts the use of a Digital Signature.

Orange County Permitting Services has implemented digital signature requirements on electronic plans in order to comply with State of Florida statutory requirements & administrative codes such as, but not limited to [Professional Engineers FS-471.025](#), [Architects FAC 61G1-16](#), [FS-481.221](#) and [FAC 61G15-23.003](#). Orange County Government cannot approve plans attached to a permit application until we receive plans signed and sealed utilizing a third-party certificate authority.

2.8.2 Electronic Signatures versus Digital Signatures - What's the difference?

Electronic Signature:

- Refers to any electronic process that indicates acceptance of an agreement or record.
- Uses a variety of common electronic authentication methods to verify signer identity, such as email, social IDs, passwords, or a phone PIN. Standard e-signatures use single-factor authentication. Enhanced e-signatures use multi-factor authentication to increase security when needed.
- Demonstrates proof of signing using a secure process that often includes an audit trail along with the final document.
- Does not necessarily guarantee that the document has not been altered.

Digital Signature:

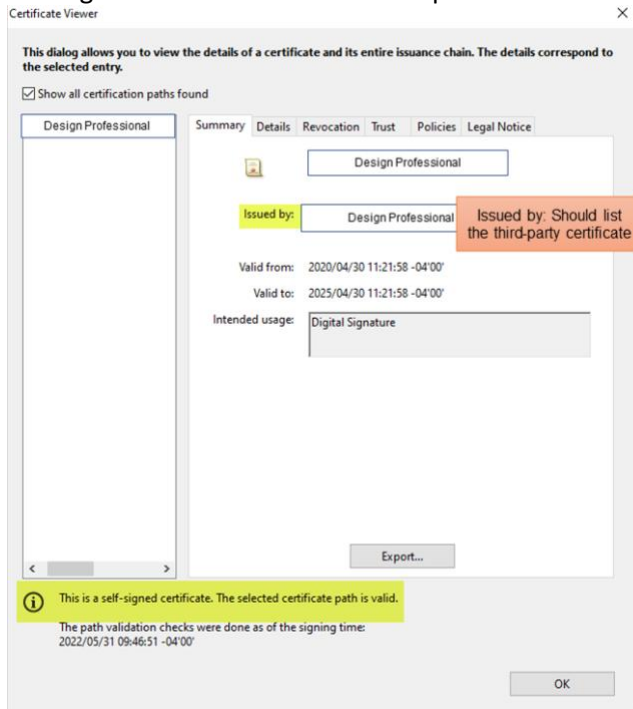
- Digital signatures use a specific method to sign documents electronically.
- Online equivalent of a notarized signature
- Uses a certificate based-digital ID to authenticate the signer's identity.
- Demonstrates proof of signing by binding each signature to the document with encryption-validation. This is done using trusted third-party Certificate Authorities (CA's) or Trust Service Providers (TSPs).
- Encrypted validation adds an additional layer of security and ensures data integrity.
- ***Proves that the document has not been altered by anyone since the verified signer sealed the document.***

2.8.3 Tools and Components of a Digital Signature

1. **A PDF authoring program such as Adobe Reader, Acrobat Standard or Pro:** Most Digital Signatures are built using the Adobe platform, but these products are not required.
2. **When required, the design professional's seal in jpeg format:** Adobe integrates the seal with the digital certificate. One method to obtain the seal is to scan the wet stamp and save it in a two-inch, square jpeg file. It can then be integrated with your digital certificate.
3. **Digital Certificate:** The Digital Certificate provides proof of identity in online transactions. A Digital Certificate is unique to the individual and the specific time a document is signed. The typical Digital Certificate includes the signer's full name, email address, professional qualifications for signing and a certificate authority file, token key or serial number unique to the digital ID.
4. **Unique Identifier (hash):** When the design professional clicks "sign" in Adobe Acrobat, a unique digital fingerprint (called a hash) is created using a mathematical algorithm that will be specific to this particular document. The slightest change to the document would result in a different hash. The hash is encrypted using the Professional Engineer's private key from the Digital Certificate. The encrypted hash and public key are combined into a Digital Signature, which is applied to the document.
5. **Accuracy Statement:** An accuracy statement must be included on all plans developed by a Professional Engineer. Other design professionals such as Registered Architects, Registered Landscape Architects and Professional Surveyors and Mappers do not require this statement. Additional information about the accuracy statement and information that must be included with it when a seal is not present may be found in the section, [Accuracy Statement Requirement for Professional Engineers](#), below.

2.8.4 Signing

The signer's identity, digital seal and signature must be validated by a third-party Certificate Authority. Self-Signed documents are not accepted.



2.8.5 Third-Party Certificate Authorities

You may obtain a Digital Signature certificate from any valid third-party Certificate Authority. Below are a few examples of the most commonly used third party certificate authorities. Please note that these are examples and Orange County Government does not require you to use any specific product.

- Identrust – <https://identrust.com/certificates/>
- Entrust – <http://Entrust.com/>
- Globalsign – <https://www.globalsign.com/en/digital-signatures/>

2.8.6 Verification

Orange County Building Division uses Adobe Acrobat as a tool to verify digital signatures. All digital signatures must be successfully validated in order to be approved. Orange County reviewing divisions cannot accept electronic plans that were submitted without being digitally signed using a third-party certificate authority and verified successfully. When the signature is verified, reviewers are assured that the data in the document has not been altered since the signature was applied. Even the slightest change to the original document will cause a validation failure to occur.

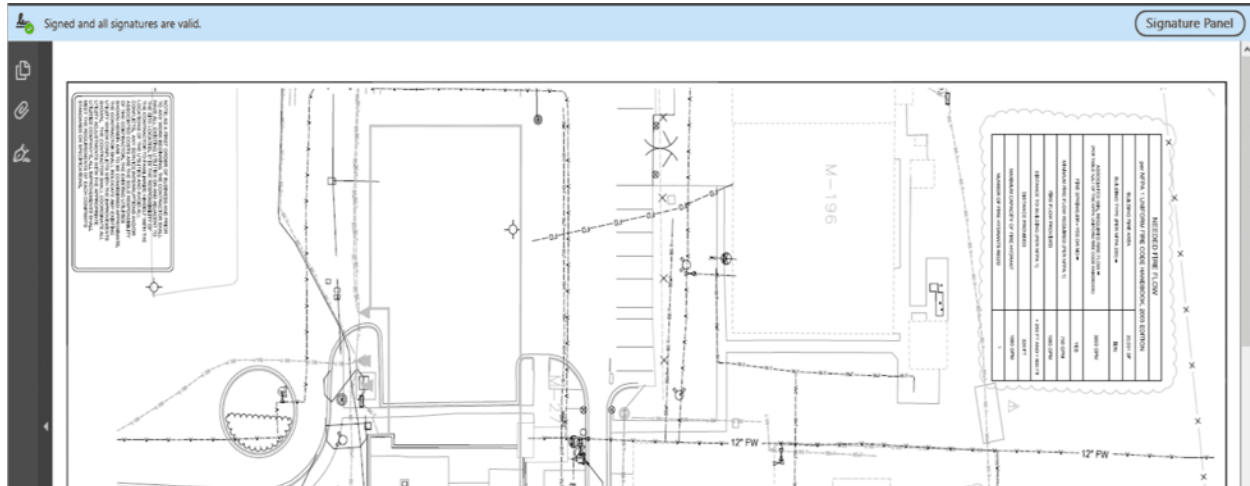
2.8.7 Testing Your Certificate

Verify your digitally signed drawings in Adobe Acrobat or Adobe Reader before submitting your plans online to Fast Track to be sure the Digital Signature will be considered valid. This will help you avoid the process of being denied on the basis of invalid certificate and having to re-upload your plans. Use the

Certificate Viewer tool to make sure that the design professional's name that is listed on the summary tab matches the name on the seal. This cannot be the third-party Certificate Authority or a company name, it must be the design professional's name.

2.8.8 Digital Signature Bar

When opening a signed plan file, the blue signature bar should be displayed at the top if a signature is attached. Clicking on the Signature Panel button will allow you to verify the necessary signature components.



2.8.9 Accuracy Statement Requirement for Professional Engineers

Professional Engineers who are digitally signing documents must include an accuracy statement, however the seal itself is not required. If the seal is not present, additional information must be included along with the accuracy statement. Here are examples of each format from [Florida Administrative Code 61G15-23.004](#):

1. When a digitally created seal is used, an accuracy statement must accompany the seal:



This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

2. When a digitally created seal is not used, the Name, State, Professional Engineer and License number must be included along with the accuracy statement:

[NAME], State of Florida, Professional Engineer, License Number [NUMBER]

This item has been digitally signed and sealed by [NAME] on the date indicated here.

- 2- Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

2.8.10 Digital Signature Checklist

Please use this list to ensure that your documents are signed correctly prior to submission. Remember to test your signature using Adobe Acrobat or Adobe Reader to ensure that your signature is valid.

An Professional Engineer's Digital Signature must follow [Florida Statute 471.025](#), and [Florida Administrative Code 61G15-23.004](#). If these requirements are not met, your plans/drawings will not be accepted. Please double check prior to submission and make sure that your signature contains these elements:

- ✓ Image of license holder's seal, if required, adhering to requirements set forth by each discipline's governing board.
- ✓ Name of licensee shown in seal or accuracy statement matches the name shown in the summary tab of the certificate viewer tool.
- ✓ Date upon which the document was digitally signed.
- ✓ Third-party company listed under "Issuer".
- ✓ License Number.
- ✓ Accuracy Statement (Professional Engineer Requirement Only).

3 Residential Permit Application and Plans Submittal

3.1 Getting Started

Get started by logging in to Fast Track Member Services. Once logged in, you will see the “FastTrack My Services Dashboard”. This dashboard appears similar to the homepage, contains more tools for logged-in users.

Click the “Apply for Permits” icon in the dashboard or the Menu dropdown and then select "Apply for a Permit." You will then select the type of permit you wish to obtain. Some options shown below may not be available based on your account type. The type of permits that appear on the Apply for a Permit page are determined by your license type. If the correct permit types do not display, please contact ContractorLicensing@ocfl.net.

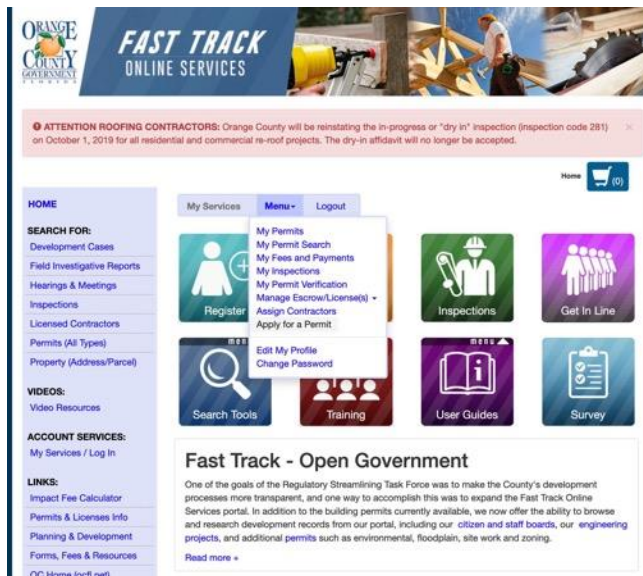


Figure 2 - Fast Track Homepage (Logged-in User View)

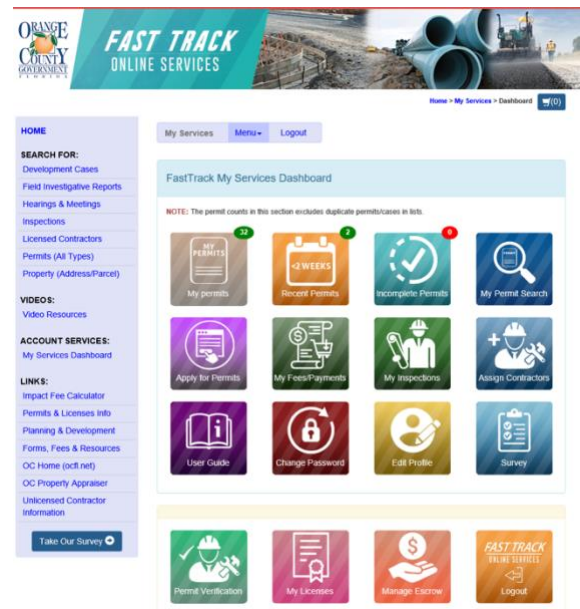



Figure 1 - Fast Track My Services Dashboard

3.2 Apply for a Permit

The “Apply for a Permit (Choose Type)” page will load. You will then select whether you are applying for a Residential or Commercial permit. Again, you will see all permit types on this page that your license type allows you to apply for. If you do not see the correct application type, please contact contractorlicensing@ocfl.net.

The following screenshot shows various permit types available based on the account holder license type. If no license type is recorded, you will be able to choose permit types available to Owner-Builders or those that allow submission on behalf of a contractor.

HOME > My Services > Apply for a Permit 

My Services **Menu** Logout

Apply for a Permit (Choose Type)

If you need assistance or have questions about Orange County's Land Development Process, please refer to our [contacts page](#).

search...

Address Request	ZP	Apply for a New Address
Business Tax Receipt	ZP	Required Zoning Division approval of a proposed business use at a specific location
Commercial Permit	COM	All other buildings or structures except single family detached, duplexes, and their accessory structures
E Plans	ENG	NEW - E-Plans
Electrical Permit	ELEC	NEW - Electrical wiring, equipment, changes to existing systems.
Fence Permit	FENC	Chain link, vinyl, wood, metal aluminium or wrought iron fences for Residential structures. IMPORTANT: Vacant land must first apply for an address.
Fire System Permits	FIRE	Fire Protection Systems Permit
Flood Zone Determination	SWD	A flood zone determination is used to determine whether your property resides in a flood zone.
Flood Zone Permitting	SWP	Permits required for development occurring within FEMA designated floodplain.
Gas Permit	GAS	NEW - Installation of gas piping, gas appliances and accessories.
Lot Split	LS	Test Permit Added
Mechanical Permit	MECH	NEW - Air-conditioning, ventilation, heating, cooling, refrigeration.
Plumbing Permit	PLUM	NEW - Plumbing systems with water or sewage connection.
Residential Permit	RES	Single family detached residences, accessory structures, such as screen enclosures, sheds, accessory dwelling units, pools, etc.
Right of Way/Underground Utility	ROW	Right of Way/Underground Utility
Roof Permit	ROOF	NEW - Roof assembly, roof decks, vapor retarder, substrate, insulation.
Sign Permit	SIGN	Only permanent signs (such as wall, ground, or pole signs) can be applied for through FastTrack. If applying for a temporary sign (such as a banner, real estate sign, or) please contact zoning@ocfl.net click here to see Permanent Sign Permit Requirements.
Solar Permit	SUN	NEW - Photovoltaic solar array.
Subdivision Construction Plans	SUB	NEW - Subdivision Construction Plans
Tent Permit	TENT	Temporary pileable membrane structure erected for a period of time less than 180 days.
Traffic Engineering	TE	(MOT) Maintenance of traffic permitting, oversized load permitting, block party permitting and right of way solicitation permitting. Please see MOT application example or visit MOT Website for additional information.
Use Permit	USE	A process for new tenants with the same type of business as those before to obtain a Certificate of Occupancy if they intend to use a space as is without making any changes which would require a Building Permit.

3.3 Residential Permit Application Step 1: Addressing

Once you have selected the type of permit you wish to apply for you will move on to Step 1 of the permit application process. In this step, you will enter the property address or request one to be assigned by the Zoning Division.

3.3.1 Choose Existing Address

If you use the "Choose Address" option, you must have a valid address that is already in the system. Enter just the street name and select the correct address from the options that appear.

3.3.2 Request an Address from Zoning

If a valid street address does not exist, you will need to use the "Request an Address from Zoning" feature. Enter the parcel identification, which is the section, township and range, and select Search button. Click on the correct parcel and click continue.

Apply for a Residential (RES) Permit - [Step 1]

If you need assistance in applying for a Residential permit, please contact Division of Building Safety at EResQuestions@ocfl.net.

- ☒ Choose Address
☐ Request an Address from Zoning

CHOOSE ADDRESS

ADDRESS

Street Number

Street Name

Street Type

Street Search

LOCATIONS

Continue

3.4 Residential Permit Application Step 2: Building and Work Type

In this portion of the process, you will select the building type and work type from the appropriate drop-downs. If the building type and work type for your project does not exist, electronic submission is not available at this time.

These are the building types that are available:

- Single Family
- Two Family
- Mobile Home
- Residential Garage/Carport
- Outdoor Pool/Boat Dock
- Shed/Barn/Boathouse
- Non-Census (Miscellaneous)
- ADU (Accessory Dwelling Unit)

These are the work types that are available:

- New Construction
- Repair
- Alteration
- Addition
- Move
- Relocate
- Tie-Down in a Mobile Home Park
- Tie-Down on Private Property
- Screen Room

Apply for a Residential Permit (RES) - [Step 2]

If you need assistance or have questions about Orange County's Land Development Process, please refer to our [contacts](#) page.

ADDRESS / LOCATION

ADDRESS: 11900 Nahanni CT Orlando

CHOOSE ADDITIONAL TYPES

BUILDING TYPE

Single Family

WORK TYPE

New Construction

Continue

3.5 Residential Permit Application Step 3: Permit Application Page 1

3.5.1 Application Page 1 – Top

The top of the application page 1 requests required permitting information. Asterisks denote required fields. At a minimum, these fields must be populated. Please enter as much information as you have. Under the Contact Email field, please list all contact emails that should receive permitting updates. Use a comma to separate the email addresses, no spaces.

Special note for Homeowners applying for Owner-Builder permits: For Residential and Commercial permits, the applicant must leave the *Contractor License Number* and *Name of License Holder* fields blank. For **Sub-Permits**, the applicant may type "HMO" in the Contractor License Number field or click on the "Search" button next to the Name of License Holder field and select the green, *Make this a Homeowner Permit* button.

3.5.2 Application Page 1 – Bottom

The Owner Estimated Value should equate to the cost of work being done, not the value of the final product.

Once all information is filled in, you will select the continue button to proceed to Step 4 of the application process.

A Master File is a pre-approved set of plans for townhomes and single-family homes based on models. Only select yes to *Master File Y/N* if you have a pre-approved Master File on record with the Division of Building Safety. If you are using a Master File to apply for this permit, please enter the model name.

FAST TRACK ONLINE SERVICES

HOME > My Services > Apply for a Permit (0)

My Services Menu Logout

Apply for a Residential Permit (RES) - [Step 3]

If you need assistance with applying for a permit or have questions about uploading documents please call (407) 836-8160. For technical review questions please email EResQuestions@ocfd.net

PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Residential Permit	Single Family	New Construction	B21015901	11903 Nahanni Ct.	10/26/2021

PERMIT INFO

Application Info

Contractor License Number:

Name of License Holder:

Contact Phone Number:

Contact Email:

Architect Name:

Civil Engineer Name:

Demolition Permit #:

Property On: ☐ Sewer ☐ Septic

Zoning Info

Wet Bar? ☐ Yes ☐ No

Outdoor Kitchen? ☐ Yes ☐ No

Boat Dock/Boat Ramp/Seawall? ☐ Yes ☐ No

Square Footage

Structure over 5,000 sq. ft.? ☐ Yes ☐ No

Number of Floors:

Building Safety Info

Owner Estimated Job Valuation:

Does building have fire sprinklers? ☐ Yes ☐ No

Approved Master File (Y/N) ☐ Yes ☐ No

Affordable Housing ☐ Yes ☒ No

Master File Model Name:

Required Sub Permits

Electrical ☐ Yes ☒ No

Plumbing ☐ Yes ☒ No

Mechanical ☐ Yes ☒ No

Gas ☐ Yes ☒ No

Roof ☐ Yes ☒ No

Irrigation ☐ Yes ☐ No

Solar ☐ Yes ☐ No

Fire ☐ Yes ☐ No

Health Info

Health Dept Permit #:

IMPORTANT: Please read the instructions below.

1. "Please note that if this property is in a trust licensed contractor is required to apply for this permit"

(Note: You are not done with this permit application until you submit it at the end of the process.)

3.6 Residential Permit Application Step 4: Plans and Documents Upload

On this page, you will upload your plans and documentation. Please refer to [section 2.2 – 2.6](#) for all upload requirements.

Any permits requesting an address will require a Site Plan to be uploaded before the continue button will appear. This file must contain the words 'site plan', 'plot plan' or 'survey'. Example: "10Street-Plot-plan.pdf"

It is important to note that there are two upload links, one for review related plans and documents and another for general documents.

E-Submittal Plans/Documents (the top link) is for plans and project documentation; i.e. review related documents and drawings.

Other Documents (the bottom link) is for administrative documents; i.e. Page 2 of Permit Application, Extension Requests, etc. See section 3.6.2 for additional upload instructions.

Once you have successfully uploaded your documents you will see a message that confirms the successful upload and shows the "Close Window" option. This must be selected to continue.

Upload plan files for B21018901

- **File Size:** Maximum of 10 MB per file.
- **File format:** Only .pdf files are permitted.
- **Index File:** Must include Index File if uploading more than 30 files. Index page must include 'index' in name
- **Number of Files:** Maximum of 100 files can be uploaded at one time.(To add more, click the 'Upload Plan Files' link to launch the upload screen.)

UPLOAD FILES		
<div>Remove Files Upload Files</div> <div>Click here to choose files from your PC</div> <div>OR</div> <div>drag and drop your files here.</div>		
A 1-First-Floor-Plan.pdf	34.2 KB	Remove
A 2-Second-Floor-Plan.pdf	34.2 KB	Remove
C 1-Windloads.pdf	34.2 KB	Remove
C 2-Design.pdf	34.2 KB	Remove
PD-Product-Approval.pdf	34.2 KB	Remove
Site-Plan.pdf	34.2 KB	Remove

Apply for a Residential Permit (RES) - [Step 4]

If you need assistance in applying for a Residential Permit permit, please contact the Division of Building Safety at EResQuestions@ocfl.net.

PERMIT DETAILS					
PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Residential Permit	Single Family	New Construction	B20012851	11900 Nahanni Ct	02/10/2020

Plan Upload - Important:

- Electronic plan files and related ePlan documentation **must follow all the requirements** to be accepted by Orange County. [View our electronic plan rules and requirements.](#)
- Permit applications that have requested an address (or addresses) must, at a minimum, upload a site plan using the first link below.
- General documents that are NOT part of the plan set or plan review process should be uploaded from the second link, below.

CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD
E-Submittal Plans/Documents (Plan files and related Plan Documents only)
Other Documents (Not Related to Electronic Plans)

Upload plan files for B21018901

- **File Size:** Maximum of 10 MB per file.
- **File format:** Only .pdf files are permitted.
- **Index File:** Must include Index File if uploading more than 30 files. Index page must include 'index' in name
- **Number of Files:** Maximum of 100 files can be uploaded at one time.(To add more, click the 'Upload Plan Files' link to launch the upload screen.)

UPLOAD FILES
<p>Your file upload is complete.</p> <p>If you have more plan files to upload please close this window and click the 'Upload Plan Files' link to upload more files.</p> <p>Close Window</p>

3.6.1 File Upload Error Message

If you receive a file upload error, a message will indicate that a file or files were not successfully uploaded. In the example below, the file name was longer than 40 characters long. You may receive errors for more than 30 files without an index, file name length or file size exceeding 10 MB.

Upload plan files for B21018748

- **File Size:** Maximum of 10 MB per file.
- **File format:** Only .pdf files are permitted.
- **Index File:** Must include Index File if uploading more than 30 files. Index page must include 'index' in name
- **Number of Files:** Maximum of 100 files can be uploaded at one time.(To add more, click the 'Upload Plan Files' link to launch the upload screen.)

An error occurred while selecting files to upload. Please review the files below to see the error.

3.6.2 “Other Documents” Upload

The Upload process is the same for both Residential & Commercial. This upload window looks slightly different from the Plans and Review documents upload link. This uploader helps you to identify the types of files that you are submitting.

It is suggested to upload the Page 2 of the permit application at this time, but it may be completed later. Remember to download any documents you need such as the Building Permit Application and the N.O.C. from the **Forms, Fees and Resources** page.

3.6.2.1 Document Type Selector

Please select the Document Type using this dropdown. This will greatly assist staff in the identification of your document.

3.6.2.2 Document Description

Please identify the document that you are uploading. The list shows the available types of files to be uploaded. The Page 2 and Notice of Commencement is not required at the time of initial submission. Page 2 must be uploaded prior to issuance of the permit. The certified Notice of Commencement (N.O.C.) is required before the first inspection. Note: If N.O.C. requires certification, this form may be emailed directly to OrangeNOC@ocfl.net for processing. You will use this uploader to submit Page 2 and any other general documents whenever you are ready.

Once you have selected the documents and uploaded them, select, “Close Window” to continue just as you did with the Plans and Review documents.

3.6.3 Uploaded Files – Awaiting Verification

Once you have uploaded all your files to both links and have closed both upload windows, you will be directed back to the Step 5 main page which will reload automatically and show you all the files that were successfully uploaded. At this time, you may add any additional files that were missed by repeating the upload process.

File Type Identification during the upload process allows the system to separate files into their category, speeding up the review process.

Documents for B21905876

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

- [User Guide](#)

IMPORTANT! All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the “Submission Complete” button to begin the file-verification process.

Electronic Plans & Related Documentation:

[Upload E-Submittal Plans/Documents](#) (Plan files and related Plan Documents only)

[Submission Complete](#)

Note: You must push the “Submission Complete” button to notify Orange County when you are done uploading your entire set of Plan/Plan Document files.

[Upload Non-E-Submittal General Documents only](#)

- [View Permit Details](#)

UPLOADED FILES (Awaiting Verification):

[Collapse All](#)

LATEST UPDATE	FILE INFO
Plan: CoverSheet.pdf	
07/16/21 4:22 PM	CoverSheet.pdf
Plan: Elevation.pdf	
07/16/21 4:22 PM	Elevation.pdf
Plan: FloorPlan.pdf	
07/16/21 4:23 PM	FloorPlan.pdf
Plan: Narrative.pdf	
07/16/21 4:37 PM	Narrative.pdf

3.7 Residential Permit Application Step 5: Submit or Save

In Step 5 of the Residential Permit Application process, you will have the option to “Submit Application” if it is complete or “Save Application Information” if you need to save your work and return to it at another time. If you choose to save the information, it will not be submitted for any processing until you have clicked the “Submit Application” and “Finish” buttons.

Once you have selected the “Submit Application” or the “Save Application Information” option, you must click the “Finish” button to complete the process.

This differs from the end of the Commercial application process in that fees are not collected at this time.

Submit Application

This option will submit the application to the Residential Plans Review section for verification.

Save Application Information

You may use this save option to complete payment later.

Finish Button

Once you have selected “Submit Application” or “Save Application Information”, you must click the “Finish” button to complete the process.

Please Note: *If you do not complete the submittal within 30 days, the permit will be automatically voided.*

ORANGE COUNTY GOVERNMENT

FAST TRACK ONLINE SERVICES

Home > My Services > Apply for a Permit

My Services Menu Logout

Apply for a Residential Permit (RES) - [Step 5]

If you need assistance with applying for a permit or have questions about uploading documents please call (407) 836-8160. For technical review questions please email EResQuestions@ocfd.net.

PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Residential Permit	Single Family	New Construction	B21018901	11900 Nahanni Ct	10/26/2021

PERMIT DETAILS

PLANS / Required Documentation (Important)

Be sure you have ALL the correct plans uploaded before you finalize this application, at which time, the permit will be in a pending state preventing any further uploads. (The permit will be in a pending state once you "Submit Application" or complete payment on fees if they are due.)

FEES (Important)

1. Residential Permit fees will be assessed later (if applicable) and can be paid after application submission.
2. Zoning permit fees for requesting a new address must be paid prior to submission.

SAVE (Important)

You may save all the information entered online, and this permit will remain in a status of "Internet Incomplete" for a maximum of 30 days. After 30 days, "Internet Incomplete" permit applications will be voided.

FINALIZE APPLICATION

☒ **ACKNOWLEDGEMENT:**
In consideration of the requirements for plan review processing times established in Sections 553.79 & 553.792, Florida Statutes, applications will not be reviewed as complete until the plans and/or project documentation has been verified by county staff and the application has been routed to the applicable agencies for review.

☒ **I ACKNOWLEDGE THAT:**
In order for this application to be deemed legally sufficient and to be assessed the impact fee rates in effect prior to December 5, 2021, the property which is the subject of the application must:
1. have a future land use and zoning which are consistent with each other and which would allow the requested use of the property (without the need for a special exception, variance, or waiver), and
2. must currently have the entitlements, including any required development permits, necessary to complete the development for which the building permit is requested.

☒ **OWNER'S ELECTRONIC SUBMISSION STATEMENT:**
Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.

☒ **Submit Application** (Application is complete and ready for OC review.)
☐ **Save Application Information** (Application is saved as "Internet Incomplete.")

Back Finish

3.8 Fee Payment

Once you have submitted your application fees will appear in your "My Permits" page. You will not be able to actually pay these fees until the permit is ready to issue.

Once the permit is ready to issued you will have two options for paying fees. You may use an escrow account or pay with a credit card.

3.8.1 Fee Payment Options

Escrow Payment

Once you have selected "Pay from Escrow" and clicked "Continue", you will be prompted to read the Terms and Conditions. Once you are ready, check the Terms and Condition checkbox to affirm you have read and agreed and click "Process the Payment"

Credit Card Payment

Once you have selected "Pay with Credit Card" radio button and clicked continue, you will see the Credit Card Payment form. Fill out all fields, including the Terms and Conditions checkbox. When you are finished, click "Process the Payment."

My Services Menu Logout

Pay Fees

PERMIT FEES

CHOOSE PAYMENT TYPE

☒ Pay from Escrow (Licence No. CGC1508870 - Current Balance = \$2600.74)

☐ Pay with Credit Card

Permit Information:

ITEM	PERMIT#	TYPE	ADDRESS	FEE'S DETAILS	FEE'S DUE
(1)	B18906884	Commercial Permit	7007 Sea World Dr	View	\$424.00

TOTAL PAYMENT \$424.00

* The fee above was calculated based on the scope of work or valuation.

[Back](#) [Continue](#)

My Permits License No. CGC017833 [View Escrow Statement](#)
Escrow Balance = \$490.88

Click the 'My Services MENU' for: My Permits, Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the [My Permits Search](#) page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. For questions, contact us via email: ESubs@ocfl.net or by phone at (407) 836-5550.

Last 6 Months - All Permits

SEARCH RESULTS: Click [PERMIT#](#) (below) to see complete detail for this case.

Search: Show 50 entries

PERMIT #	APR. DT	TYPE	ADDRESS	STATUS	FEE'S DUE
B20012851	02/10/2020	Residential Permit	11900 Nahanni Ct	Internet Pending	\$248.05

Showing 1 to 1 of 1 entries

[Back](#) [Print](#)

Pay Fees

CREDIT CARD PAYMENT

[View Fee Details](#) Total Payment \$138.00

Card Holder Information (First and Last Name)

First Name Last Name

Card Holder Information (Email and Phone Number)

me@sample.com Phone: (numbers only)

Card Holder Address

Address City Florida Zip

Credit Card Information (Type, Card #, Expire Month and Year)

Visa Card # (numbers only) CVN January 2018

After clicking the "Process the Payment" button, please do not leave the page or click the "Back" button. (Your Transaction Receipt should appear momentarily.)

[View Orange County's Privacy Policy](#)

☐ Terms and Conditions: As an authorized user of this account, I agree with the Orange County privacy policy and terms of use.

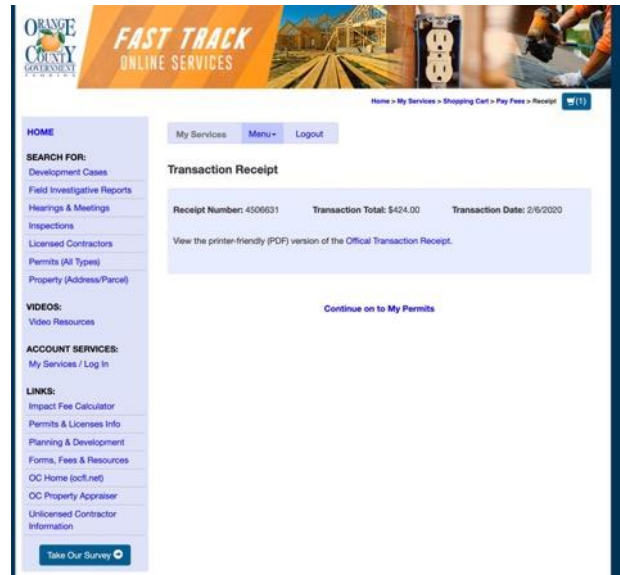
[Process the Payment](#)

3.8.2 Transaction Receipt

After the payment is processed, it will allow you to print the Official Transaction Receipt for your record. Select “Continue on to My Permits” to go back to your “My Permits” page. The Residential Permit Application process is now complete.

Click the “Official Transaction Receipt” hyperlink to download a copy of the receipt in PDF format.

This completes the residential application process. Please review the [Permit Statuses](#), Review Statuses and Issuance sections for the next steps.

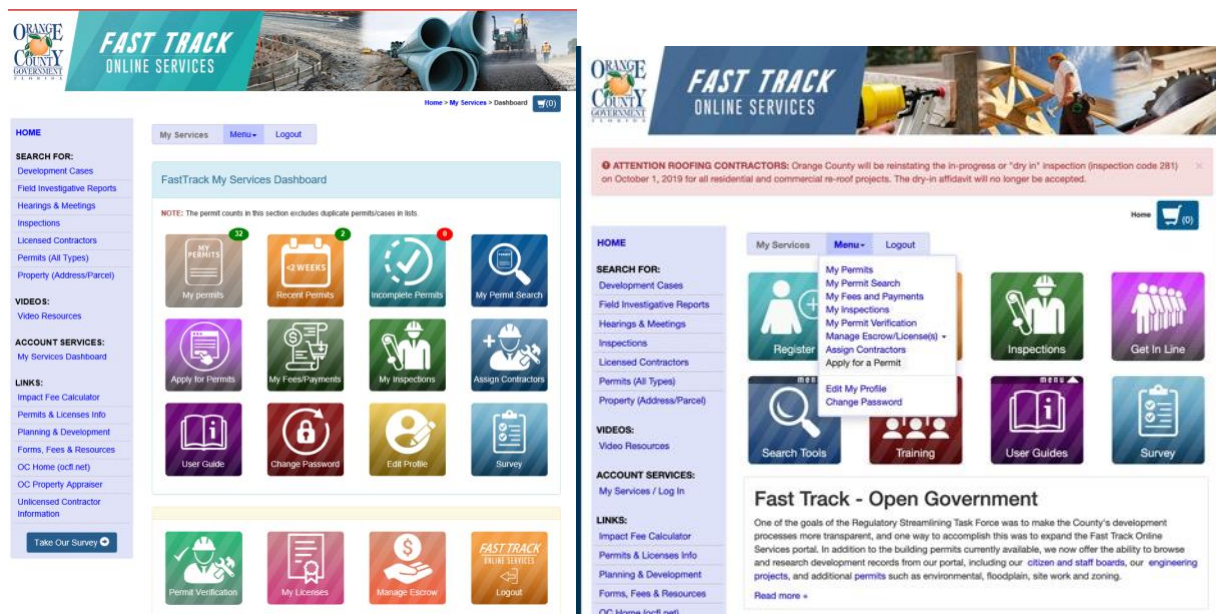


4 Commercial Permit Application and Plans Submittal

4.1 Getting Started

Get started by logging in to Fast Track Member Services. Once logged in, you will see the “FastTrack My Services Dashboard”. This dashboard appears similar to the homepage, contains more tools for logged-in users.


Click the “Apply for Permits” icon in the dashboard or the Menu dropdown and then select "Apply for a Permit." You will then select the type of permit you wish to obtain. Some options shown below may not be available based on your account type. The type of permits that appear on the Apply for a Permit page are determined by your license type. If the correct permit types do not display, please contact ContractorLicensing@ocfl.net.



4.2 Apply for a Permit

The “Apply for a Permit (Choose Type)” page will load. You will then select whether you are applying for a Residential or Commercial permit. Again, you will see all permit types on this page that your license type allows you to apply for. If you do not see the correct application type, please contact contractorlicensing@ocfl.net.

The following screenshot shows various permit types available based on the account holder license type. If no license type is recorded, you will be able to choose permit types that allow submission on behalf of a contractor.

Home > My Services > Apply for a Permit 

My Services Menu Logout

Apply for a Permit (Choose Type)

If you need assistance or have questions about Orange County's Land Development Process, please refer to our [contacts page](#).

search...

Address Request	ZP	Apply for a New Address
Business Tax Receipt	ZP	Required Zoning Division approval of a proposed business use at a specific location
Commercial Permit	COM	All other buildings or structures except single family detached, duplexes, and their accessory structures
E Plans	ENG	NEW - E-Plans
Electrical Permit	ELEC	NEW - Electrical wiring, equipment, changes to existing systems.
Fence Permit	FENC	Chain link, vinyl, wood, metal aluminium or wrought iron fences for Residential structures. IMPORTANT: Vacant land must first apply for an address.
Fire System Permits	FIRE	Fire Protection Systems Permit
Flood Zone Determination	SWD	A flood zone determination is used to determine whether your property resides in a flood zone.
Flood Zone Permitting	SWP	Permits required for development occurring within FEMA designated floodplain.
Gas Permit	GAS	NEW - Installation of gas piping, gas appliances and accessories.
Lot Split	LS	Test Permit Added
Mechanical Permit	MECH	NEW - Air-conditioning, ventilation, heating, cooling, refrigeration.
Plumbing Permit	PLUM	NEW - Plumbing systems with water or sewage connection.
Residential Permit	RES	Single family detached residences, accessory structures, such as screen enclosures, sheds, accessory dwelling units, pools, etc.
Right of Way/Underground Utility	ROW	Right of Way/Underground Utility
Roof Permit	ROOF	NEW - Roof assembly, roof decks, vapor retarder, substrate, insulation.
Sign Permit	SIGN	Only permanent signs (such as wall, ground, or pole signs) can be applied for through FastTrack. If applying for a temporary sign (such as a banner, real estate sign, or) please contact zoning@ocfl.net click here to see Permanent Sign Permit Requirements.
Solar Permit	SUN	NEW - Photovoltaic solar array.
Subdivision Construction Plans	SUB	NEW - Subdivision Construction Plans
Tent Permit	TENT	Temporary pliable membrane structure erected for a period of time less than 180 days.
Traffic Engineering	TE	(MOT) Maintenance of traffic permitting, oversized load permitting, block party permitting and right of way solicitation permitting. Please see MOT application example or visit MOT Website for additional information.
Use Permit	USE	A process for new tenants with the same type of business as those before to obtain a Certificate of Occupancy if they intend to use a space as is without making any changes which would require a Building Permit.

4.3 Commercial Permit Application Step 1: Addressing

Once you have selected the type of permit you wish to apply for, you will move on to Step 1 of the permit application process. In this step, you will enter the property address or request one to be assigned by the Zoning Division.

4.3.1 Choose Existing Address

If you use the *Choose Address* option, you must have a valid address that is already in the system. In general, less is more when using the search function to identify the project address. Enter just the street name and select the correct address from the options that appear.

4.3.2 Request an Address from Zoning

If a valid street address does not exist, you will need to use the *Request an Address from Zoning* feature. Enter the parcel identification, which is the section, township and range, and select Search button. Click on the correct parcel and click continue.

The screenshot displays the 'FAST TRACK ONLINE SERVICES' interface. The left sidebar contains links for HOME, SEARCH FOR: (Development Cases, Field Investigative Reports, Hearings & Meetings, Inspections, Licensed Contractors, Permits (All Types), Property (Address/Parcel)), VIDEOS: (Video Resources), ACCOUNT SERVICES: (My Services / Log In), and LINKS: (Impact Fee Calculator, Permits & Licenses Info, Planning & Development, Forms, Fees & Resources, OC Home (ocf.net), OC Property Appraiser, Unlicensed Contractor Information). The main content area is titled 'Apply for a Commercial Permit (COM) - [Step 1]'. It includes a note about contacting the Division of Building Safety for assistance. Two radio buttons are present: 'Choose Address' (selected) and 'Request an Address from Zoning'. Below is the 'CHOOSE ADDRESS' section with input fields for 'Street Number', 'Street Name', 'Street Type', and a 'Street Search' button. A 'LOCATIONS' section with a large empty box is also visible, along with a 'Continue' button at the bottom right.

4.4 Commercial Permit Application Step 2: Building and Work Type

In this portion of the process, you will select the building type and work type from the appropriate drop-downs. If the building type and work type for your project does not exist, electronic submission is not available at this time.

These are the Building Types that are available:

- Townhouse
- Three/four family
- Five or more family
- Hotel/Motel/Timeshare
- Store/Shop/Warehouse/Mall/Restaurant/Laundromat
- Office/Bank/Professional
- School/Educational
- Church
- Factory/Plant
- Hospital/Clinic/Rest Home
- Recreational/Social/Sauna
- Miscellaneous Commercial
- Shed/Barn/Silo/Post Office/Jail/Boat House
- Outdoor Pool/Boat Dock
- Transient Parking Garage
- Service Station/Repair Garage
- Public Works/Utilities
- Rooming House

These are the Work Types that are available:

- New Construction
- Alteration
- Addition
- Site Work Only
- Repair
- Convert
- Screen Room
- Detached Garage
- Install Tank
- Remove Tank

The screenshot shows the 'FAST TRACK ONLINE SERVICES' interface. The header includes the Orange County logo and a navigation bar with 'Home', 'My Services', 'Menu', and 'Logout'. The main heading is 'Apply for a Commercial Permit (COM) - [Step 2]'. Below this, there is a note: 'If you need assistance in applying for a Commercial Permit permit, please contact the Division of Building Safety at EPlanComDoc@ocfl.net.' The 'ADDRESS / LOCATION' section shows 'ADDRESS: 11900 Naphani CT Orlando'. The 'CHOOSE ADDITIONAL TYPES' section contains two dropdown menus: 'TYPE' and 'WORK TYPE'. The 'TYPE' dropdown is currently set to 'Five or more Family' and shows a list of building types including Townhouse, Three/four Family, Five or more Family, Hotel/Motel/Timeshare, Store/Shop/Warehouse/Mall/Rest./Laund., Office/Bank/Professional, School/Educational, Church, and Factory/Plant. The 'WORK TYPE' dropdown is currently set to 'New Construction'.

4.5 Commercial Permit Application Step 3: Permit Application Page 1

4.5.1 Application Page 1 – Top

The top of the application page 1 requests required permitting information. Asterisks denote required fields. At a minimum, these fields must be populated. Please enter as much information as you have. Under the *Contact Email* field, please list all contact emails that should receive permitting updates. Use a comma to separate the email addresses, no spaces.

4.5.2 Application Page 1 – Bottom

The second portion of the info page becomes more specific to Commercial type Projects.

Intended Use of Space

Please select the most appropriate use for the space.

Does the project require more than one building permit?

A *Project* is defined in Orange County as any request for more than one building permit, not including sub-permits. Only select "yes" if multiple building permits are necessary. This applies to a scope of work that contains multiple structures. Consider detached garages, dumpster enclosures and retention walls.

If you select yes, you must enter the total number of permits needed in the field below. This will create "child permits" and their information will be entered in the next step.

Owner Estimated Value

The *Owner Estimated Value* should equate to the cost of work being done for this permit only. If this is a project permit, exclude the job valuations for the additional structures from this job cost. These will be entered individually by permit.

Related/Associated Building Permit Number

FAST TRACK ONLINE SERVICES

Home > My Services > Apply for a Permit

My Services Menu Logout

Apply for a Commercial Permit (COM) - [Step 3]

If you need assistance with applying for a permit or have questions about uploading documents please call (407) 836-8160. For technical review questions please email PlansCoordination@ocfl.net

PERMIT DETAILS

PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Commercial Permit	Five or more Family	New Construction	B21905876	4886 Conway Rd	07/16/2021

Address: 4886 Conway Rd Change

Description of Work: Bldg 5 - 8 Unit Apartment Building

PERMIT INFO

Application Info

Contractor License Number: CBC0123456 X

Name of License Holder: Search

Contact Phone Number: *

Contact Email: *

PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Commercial Permit	Five or more Family	New Construction	B21905876	4886 Conway Rd	07/16/2021

Address: 4886 Conway Rd Change

Description of Work: Bldg 5 - 8 Unit Apartment Building

PERMIT INFO

Application Info

Contractor License Number: CBC0123456 X

Name of License Holder: Marcus Louis Watters Search

Contact Phone Number: *

Contract Email: *

Demolition Permit #: *

Architect Name: *

Civil Engineer Name: *

Has Project had a pre-review? ☐ Yes ☐ No

If Yes, Commercial Plans Examiner(s): *

Property On: ☐ Sewer ☐ Septic *

Square Footage

Number of Floors: *

Building Safety Info

Owner Estimated Job Valuation: *

Does building have fire sprinklers? ☐ Yes ☐ No

Master File Model Name: *

Health Info

Health Dept Permit #: *

(Note: You are not done with this permit application until you submit it at the end of the process.) Continue

Entering a permit number in this field will link your application to an existing permit number, creating a project. Do not enter an associated permit number if the intent is not to create a project. See section 5 Additional Permit(s) During the Review Process – Creating a Project for instructions on permit creation.

Master File Model Name

A Master File is a pre-approved set of plans for townhomes and single-family homes based on models. Only enter information in this field if your company has a pre-approved Master File.

Once all information is filled in, you will select the continue button to move to Associated Permits.

4.6 Commercial Permit Application Step 4: Associated Permits

On this page, the number of needed associated permits you entered on the previous page should appear automatically. If more permits are needed click *Add Associated Permit*.

Enter an Address for the associated permits by clicking the *Change* button. The other required fields must be completed to move forward.

Note: Job Valuations entered are for the individual structures. Do not enter full job valuations on these fields.

Once you change the address on permit 1, the additional associated permits will populate with the same address, but you are able to change them to unique addresses if this is necessary.

SEARCH FOR:
 Development Cases
 Field Investigative Reports
 Hearings & Meetings
 Inspections
 Licensed Contractors
 Permits (All Types)
 Property (Address/Parcel)

VIDEOS:
 Video Resources

ACCOUNT SERVICES:
 My Services / Log In

LINKS:
 Impact Fee Calculator
 Permits & Licenses Info
 Planning & Development
 Forms, Fees & Resources
 OC Home (ocfl.net)
 OC Property Appraiser
 Unlicensed Contractor Information

[Take Our Survey](#)

Apply for a Commercial Permit (COM) - [Step 4]

If you need assistance in applying for a Commercial Permit permit, please contact the Division of Building Safety at EPanCom@ocfl.net.

Define Associated Permits

PERMIT DETAILS

PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Commercial Permit	Five or more Family	New Construction	B20903983	11900 Nahanni Ct	02/04/2020

ASSOCIATED PERMITS 1 - 3

B20903984 - B20903985

1 Permit #B20903984 [Delete](#)

Address [Change](#) ☐ Use address from main permit

Building Type [Five or more Family](#)

Work Type [New Construction](#)

Building No / Unit No:

Owner Estimated Job Valuation

Description

2 Permit #B20903985 [Delete](#)

Address [Change](#) ☐ Use address from main permit

Building Type [Five or more Family](#)

Work Type [New Construction](#)

Building No / Unit No:

Owner Estimated Job Valuation

Description

4.7 Commercial Permit Application Step 5: Plans and Documents Upload

On this page, you will upload your plans and documentation. Please refer to [section 2.2 – 2.6](#) for all upload requirements.

Any permits requesting an address will require a Site Plan to be uploaded before the continue button will appear. This file must contain the words 'site plan', 'plot plan' or 'survey'. Example: "10Street-Plot-plan.pdf"

It is important to note that there are two upload links, one for review related plans and documents and another for general documents.

E-Submittal Plans/Documents (the top link) is for plans and project documentation; i.e. review related documents and drawings.

Other Documents (the bottom link) is for administrative documents; i.e. Page 2 of Permit Application, Extension Requests, etc.

FAST TRACK ONLINE SERVICES

Home > My Services > Apply for a Permit

My Services Menu Logout

Apply for a Commercial Permit (COM) - [Step 5]

If you need assistance in applying for a Commercial Permit permit, please contact the Division of Building Safety at EPPermit@ocbuild.net.

PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Commercial Permit	Five or more Family	New Construction	820905985	11900 Nahanni Ct	02/04/2022

Plan Upload - Important:

- Electronic plan file and related often documentation **must follow all the requirements** to be accepted by Orange County. View our electronic plan rules and requirements.
- Permit applications that have requested an address (or addresses) must, at a minimum, upload a site plan using the first link below.
- General documents that are NOT part of the plan set or plan review process should be uploaded from the second link, below.

CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD

- E-Submittal Plans/Documents (Plan files and related Plan Documents only)
- Other Documents (Not Related to Electronic Plans)

Take Our Survey

Back (Note: You are not done with this permit application until you submit it at the end of the process.)

Once you have successfully uploaded your documents you will see a message that confirms the successful upload and shows the *Close Window* option. This must be selected in order to continue.

Upload plan files for B21905959

- File Size: Maximum of 10 MB per file.
- File format: Only .pdf files are permitted.
- Index File: Must include Index File if uploading more than 30 files. Index page must include 'index' in name
- Number of Files: Maximum of 100 files can be uploaded at one time. (To add more, click the 'Upload Plan Files' link to launch the upload screen.)

UPLOAD FILES

Remove Files Upload Files

Click here to choose files from your PC
OR
drag and drop your files here.

A5-13-Third-Floor-Plan.pdf	0.3 MB	Remove
C1-10-WindLoads.pdf	0.4 MB	Remove
C2-11-Design.pdf	0.4 MB	Remove
Index-Sheet.pdf	0.6 MB	Remove
SitePlan.pdf	0.9 MB	Remove

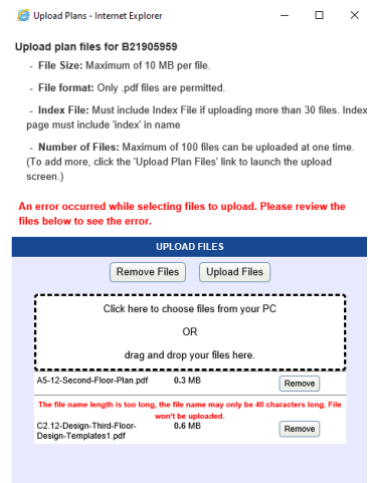
Your file upload is complete.

If you have more plan files to upload please close this window and click the 'Upload Plan Files' link to upload more files.

[Close Window](#)

4.7.1 File Upload Error Message

If you receive a file upload error, a message will indicate that a file or files were not successfully uploaded. In the example below, the file name was longer than 40 characters long. You may receive errors for more than 30 files without an index, file name length or file size exceeding 10 MB.



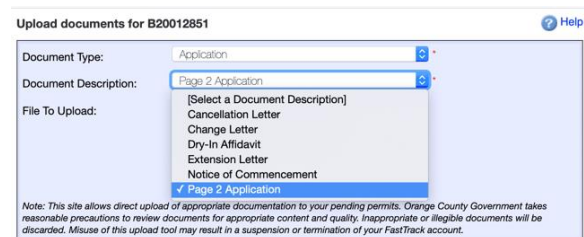
4.7.2 “Other Documents” Upload

The Upload process is the same for both Residential & Commercial. This upload window looks slightly different from the Plans and Review documents upload link. This uploader helps you to identify the types of files that you are submitting.

It is suggested to upload the Page 2 of the permit application at this time, but it may be completed later. Remember to download any documents you need such as the Building Permit Application Page 2 from the **Forms, Fees and Resources** page.

4.7.2.1 Document Type Selector

Please select the Document Type using this dropdown. This will greatly assist staff in the identification of your document.



4.7.2.2 Document Description

Please identify the document that you are uploading. The list shows the available types of files to be uploaded. The Page 2 and Notice of Commencement is not required at the time of initial submission. Permit Application Page 2 must be uploaded prior to issuance of the permit. The certified Notice of Commencement (N.O.C.) is required before the first inspection. Note: If the N.O.C. requires certification, this form may be emailed directly to OrangeNOC@ocfl.net for processing. You will use this uploader to submit Page 2 and any other general documents whenever you are ready.

Once you have selected the documents and uploaded them, click “Close Window” to continue.

4.7.3 Uploaded Files – Awaiting Verification

Once you have uploaded all your files to both links and have closed both upload windows, you will be directed back to the Step 5 main page which will reload automatically and show you all the files that were successfully uploaded. At this time, you may add any additional files that were missed by repeating the upload process. Make sure to hit the *Continue* button when you are ready to move on. Ass0

UPLOADED FILES (Awaiting Verification):		FILE INFO	
LATEST UPDATE			
Plan: A5-13-Third-Floor-Plan.pdf			
10/06/21 2:52 PM		A5-13-Third-Floor-Plan.pdf	
Plan: C1-10-WindLoads.pdf			
10/06/21 2:52 PM		C1-10-WindLoads.pdf	
Plan: C2-11-Design.pdf			
10/06/21 2:56 PM		C2-11-Design.pdf	
Plan: Index-Sheet.pdf			
10/06/21 2:56 PM		Index-Sheet.pdf	
Plan: PD-Product-Approval.pdf			
10/06/21 3:11 PM		PD-Product-Approval.pdf	
Plan: SitePlan.pdf			
10/06/21 2:56 PM		SitePlan.pdf	

DOCUMENTS: There are no documents for this permit.

Back (Note: You are not done with this permit application until you submit it at the end of the process.) Continue

4.8 Commercial Permit Application Step 6: Pay Applicable Fees

Now that you have completed the initial submission process, you must pay Applicable Commercial Permit fees and Zoning addressing fees in an address was requested. If you are not ready to pay fees and complete the initial application process at this time, you may select Save to Shopping Cart or Save Application Information. Either Option will allow you to return to complete payment at a later time for up to 30 days.

Please Note: If you do not return to the permit in 30 days, the permit will be automatically voided.

To view plan submittal fees, please view [Page 39 of the Orange County Fee Directory](#).

FINALIZE APPLICATION

☒ **ACKNOWLEDGEMENT:**
 In consideration of the requirements for plan review processing times established in Sections 553.79 & 553.792, Florida Statutes, applications will not be received as complete until the plans and/or project documentation has been verified by county staff and the application has been routed to the applicable agencies for review.

☒ **I ACKNOWLEDGE THAT :**
 In order for this application to be deemed legally sufficient and to be assessed the impact fee rates in effect prior to December 5, 2021, the property which is the subject of the application must:
 1. have a future land use and zoning which are consistent with each other and which would allow the requested use of the property (without the need for a special exception, variance, or waiver), and,
 2. must currently have the entitlements, including any required development permits, necessary to complete the development for which the building permit is requested.

☒ **OWNER'S ELECTRONIC SUBMISSION STATEMENT:**
 Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.

☒ **Pay Applicable Fees** (Commercial Permit and Zoning Address Request Permit fees due at submission.)
☐ **Save to Shopping Cart** (Pay later.)
☐ **Save Application Information** (Application is saved as "Internet Incomplete.")

Finish

4.8.1 Fee Payment Options

Escrow Payment

Once you have selected "Pay from Escrow" and clicked "Continue", you will be prompted to read the Terms and Conditions. Once you are ready, check the Terms and Condition checkbox to affirm you have read and agreed and click "Process the Payment"

Credit Card Payment

Once you have selected "Pay with Credit Card" radio button and clicked continue, you will see the Credit Card Payment form. Fill out all fields, including the Terms and Conditions checkbox. When you are finished, click "Process the Payment."

My Services Menu Logout

Pay Fees

PERMIT FEES

CHOOSE PAYMENT TYPE

☒ Pay from Escrow (Licence No. CGC1508870 - Current Balance = \$2600.74)
☐ Pay with Credit Card

Permit Information:

ITEM	PERMIT#	TYPE	ADDRESS	FEES DETAILS	FEES DUE
(1)	B18906884	Commercial Permit	7007 Sea World Dr	View	\$424.00

TOTAL PAYMENT \$424.00

* The fee above was calculated based on the scope of work or valuation.

Back Continue

Pay Fees

CREDIT CARD PAYMENT

View Fee Details Total Payment \$138.00

Card Holder Information (First and Last Name)

First Name

Last Name

Card Holder Information (Email and Phone Number)

me@sample.com

Phone: (numbers only)

Card Holder Address

Address

City

Florida

Zip

Credit Card Information (Type, Card #, Expire Month and Year)

Visa

Card # (numbers only)

CVN

January

2018

After clicking the "Process the Payment" button, please do not leave the page or click the "Back" button. (Your Transaction Receipt should appear momentarily.)

[View Orange County's Privacy Policy](#)
☐ **Terms and Conditions:** As an authorized user of this account, I agree with the Orange County privacy policy and terms of use.

Process the Payment

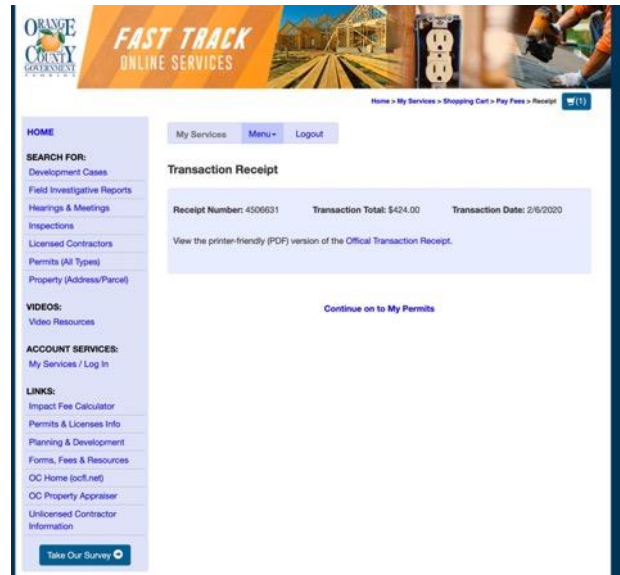
4-32

4.8.2 Transaction Receipt

After the payment is processed, it will allow you to print the Official Transaction Receipt for your record. Select *Continue on to My Permits* to go back to your *My Permits* page. The Commercial Permit Application process is now complete.

Click the *Official Transaction Receipt* hyperlink to download a copy of the receipt in PDF format.

This completes the application process. Please review the Permit Statuses, Review Statuses and Issuance sections for the next steps.



5 Permit Statuses Key

- **Internet Incomplete:** Permit creation in progress, submittal fee(s) not paid, uploads incomplete.
- **Address Pending:** An address has been requested. Zoning has not completed the Address Request Permit. In order for Zoning to review and approve the permit, a site plan must be uploaded.
- **Internet Pending:** The application and uploads have been submitted successfully. Address requirements have been completed, upload verification and plan review are pending.
- **New:** Uploads have been verified and permit application and documentation are ready to be routed through the review process. You will likely not see this status as it moves from Pending to New to Review quite quickly.
- **Review:** The review process is underway.
- **Final Plan Prep/Final Issuance:** Plans and documents are electronically stamped and a final review of all documentation occurs. If no Page 2 has been submitted, this unmet requirement will be identified at this time.
- **Ready to Issue:** Plans and documentation have met final approval and have been stamped. If any applicable fees have been identified, they will need to be paid prior to issuance.
- **Issued:** The permit has been issued and is available to download.
- **Complete:** Final inspections have occurred and been recorded; the project has been completed.

HOME

SEARCH FOR:

- Development Cases
- Field Investigative Reports
- Hearings & Meetings
- Inspections
- Licensed Contractors
- Permits (All Types)
- Property (Address/Parcel)

VIDEOS:

- Video Resources

ACCOUNT SERVICES:

- My Services / Log In

LINKS:

- Impact Fee Calculator
- Permits & Licenses Info
- Planning & Development
- Forms, Fees & Resources
- OC Home (ocfl.net)
- OC Property Appraiser
- Unlicensed Contractor Information

Take Our Survey

My Services Menu Logout

My Permits

Click the 'My Services MENU' for: My Permits, Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the **My Permits Search** page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. For questions, contact us via email: ESubs@ocfl.net or by phone at (407) 836-5550.

Last 6 Months - All Permits

There was a problem deleting your permit. Please try again or contact 407-836-5550 for assistance.

SEARCH RESULTS: Click **PERMIT#** (below) to see complete detail for this case.

Search: Show 50 entries

PERMIT #	APP DT	TYPE	ADDRESS	STATUS	FEES DUE
B20903983 Sub Permits	02/04/2020	Commercial Permit	11900 Nahanni Ct	Internet Pending	\$0.00
B20903984	02/04/2020	Commercial Permit	11900 Nahanni Ct	Internet Pending	\$0.00
B20903985	02/04/2020	Commercial Permit	11900 Nahanni Ct	Internet Pending	\$0.00
B20903986	02/04/2020	Commercial Permit	11900 Nahanni Ct	Internet Pending	\$0.00
T19009395	11/27/2019	Roof Permit	11900 Nahanni Ct	New	\$30.00
E19009121	10/29/2019	Electrical Permit	11900 Nahanni Ct	Internet Incomplete Edit / Delete	\$0.00
E19009118	10/23/2019	Electrical Permit	11900 Nahanni Ct	Internet Incomplete Edit / Delete	\$79.00 Pay Now Add to Cart (Remove)
B19012744	10/11/2019	Residential Permit	11900 Nahanni Ct	Internet Pending	\$38.00
E19009102	10/10/2019	Electrical Permit	11900 Nahanni Ct	New	\$0.00
B19012732	10/08/2019	Residential Permit	11900 Nahanni Ct	Issued	\$0.00
E19009094	09/27/2019	Electrical Permit	11900 Nahanni Ct	Replaced	\$0.00

Showing 1 to 11 of 11 entries

Back Print

5.1 Tracking Your Review Status

On the Permit Details page there is a Processes and Reports section which will display the real-time status of your reviews. All reviews must be complete before you can re-submit. Please check the status of all the reviews in your permit before contacting help.

5.1.1 In-Review Status

During the review process, the status should read, “Open”. If the status shows, “Closed”, this may indicate a system error, please email eplanres@ocfl.net for Residential or eplancom@ocfl.net for Commercial to resolve this issue.

PROCESSES AND REPORTS: ☰ Collapse All				
<ul style="list-style-type: none"> View Plan Review Comments (No Deficiencies Found) View Inspection Results (No Inspections Found) 				
PROCESS	STATUS	SCHEDULE DT	START DT	END DT
☰ Review				
Building Review (COM)	Open	04/18/18	04/18/18	

5.1.2 Post-Review Statuses

5.1.2.1 Approved

This reviewing section has reviewed your plans and have approved them. If you have to re-submit due to deficiencies in other areas, they will have to review and approve your next set of plans (usually referred to as “layer 2”) as well.

5.1.2.2 Deficiencies

Deficiencies have been identified by this reviewing section. An email notification outlining deficiencies will be sent to email(s) on record for the permit.

PROCESSES AND REPORTS: ☰ Collapse All				
<ul style="list-style-type: none"> View Plan Review Comments View Inspection Results (No Inspections Found) 				
PROCESS	STATUS	SCHEDULE DT	START DT	END DT
☰ Admin Processes				
RES Plans Coordination	Complete	11/13/17	11/13/17	11/13/17
☰ Review				
Zoning Review	Approved	11/13/17	11/13/17	11/13/17
Building Review (RES)	Approved	11/13/17	11/13/17	11/13/17
Mechanical Review	Deficiencies	11/13/17	11/13/17	12/05/17
Plumbing Review	Deficiencies	11/13/17	11/13/17	11/13/17
Electrical Review	Deficiencies	11/13/17	11/13/17	12/05/17

5.2 Plan Review Comments

5.2.1 Plan Review Comments Email

This email will have a Plan Review Comments letter attached for your review. Below is an example of a Plan Review Comments Email. Both Commercial and Residential use the same format.



From:
Sent: Monday, February 17, 2020 10:29 AM
To:
Subject: Plan Review Comments for B19012620

Please find the attached Plan Review comments for the following project:
Name - WYNDHAM LAKES ESTS PH 5N A REP
Ref No. - B19012620

If you have questions or need additional information, please contact me at the phone number or e-mail address printed below.

PLEASE NOTE: Florida has a very broad public records law (F. S. 119). All e-mails to and from County Officials are kept as a public record. Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time.

5.2.2 Plan Review Comments Letter

Attached to the email, will be a letter with the actual comments. The deficient items are outlined in this section. If you see that the status is "Awaiting" or "Not approved", for either Utilities or Impact Fees, please contact the relevant phone number.



Commercial Plan Review Comments

February 7, 2020
Permit No:

The following is a list of correction comments from all departments for the above referenced permit application. A contact is listed for each division, please direct your queries to each contact accordingly.

Please provide the following additional information.
Complete sets of plans are not required - only affected pages, but please collate and staple into identical sets.
Submit 9 sets for New Construction; 6 sets for Alterations.
For any questions on this process, please email FastTrack@ocfl.net

Once the permit is approved by all reviewing divisions, it still is not ready to issue if any of the following processes are still "Open":

Utilities Customer Service	407-836-5503
Impact Fee Assessment	407-836-5691
Final Insurance Review	FastTrack@ocfl.net
Final Plan Preparation	FastTrack@ocfl.net

Building Review (COM) - Corrections (Under Review)

Provide out section detail that the required accessible wheelchair space at the bar will have a minimum of 17 to 25 inch deep, 27 inch high knee space per FAC 306 and provide documentation that the maximum table height at the accessible wheelchair space at the bar and will be 34 inches maximum based on FAC 902.3. The handicap bar counter has to be fixed and not folding or removable.

Please direct all questions of the Building Review (COM) to the below contact:
Angel Castillo - PH: (407) 836-0956- Angel.Castillo@ocfl.net

Mechanical Review - Corrections (Under Review)

M 917.1 - COOKING APPLIANCES: Cooking appliances that are designed for permanent installation, including ranges, ovens, stoves, boilers, grills, fryers, griddles and barbecues, shall be listed, labeled, and installed in accordance with the manufacturers instruction. Domestic cooking appliances installed within dwelling units and within areas where domestic cooking operation occur shall be listed and labeled as household-type appliances for domestic use. Provide cooking appliance Manufacturers literature for cooking appliances located under hood (s) or stand mounted showing UL, ETL or NSF compliance. (FBCM 917.1)

M 506.3.11 - GREASE DUCT ENCLOSURE: A commercial kitchen grease ducts serving Type I hoods that penetrate a ceiling, wall, floor, or any concealed space shall be enclosed from the point of penetration to the outlet terminal. In-line exhaust fans not located outdoors shall be enclosed as required for grease ducts. Duct enclosures shall be a shaft enclosure in accordance with Section 506.3.11.1, a field-applied enclosure assembly in accordance with Section 506.11.2 of factory-built enclosure assembly in accordance with Section 506.3.11.3. Plans shall be provided with a drawing detailing the materials used for enclosure, the dimensions for clearances from duct to enclosure from its beginning point all the way to where it terminates at the exterior of building. If alternate grease duct enclosure to be used, then provide grease duct wrap manufacturer installation instructions. (FBCM 506.3.11)

6 Additional Permit(s) During the Review Process - Creating a Project

At times, additional permit application(s) may be required during the review process for projects that contain multiple structures. An applicant may use the "Project" feature in the Commercial application, but this feature does not exist for Residential yet.

If the applicant does not identify this need, it may be identified and requested by the plans reviewer. Examples of items that could trigger this request: a dumpster enclosure, retention wall or a drive-thru awning.

If additional permits are necessary after the initial application was completed, download a copy of the Building Permit Application and upload it to the E-Submittal Plans/Documents upload link (top link). The status of the permit will determine if and when the additional permit(s) may be added to the main application, or if a new permit application would need to be initiated on Fast Track. Please review the process requirements based on the permit's status below the graphic.

Remember, **you must click the "Submission Complete" button** in order for the review process to begin.

Electronic Plans and Related Documents: Upload any additionally required permit application to the top link.

Submission Complete Button:

Nothing will be actually submitted and reviewed until you click this button. It is very important to remember that this is a necessary step to complete once you have uploaded necessary documents.

Latest Update: Files that have been uploaded and are awaiting verification will appear here. Ensure all necessary files show up here before clicking Submission Complete.

For additional questions regarding adding building applications, please contact ePlanCom@ocfl.net.

6.1 Permit Statuses

Not Yet Routed for Review; Internet Incomplete, Internet Pending or New

If the main building permit shows **Internet Incomplete** status, an applicant may submit a request for additional permits via email. For residential permits, the request should be emailed to ePlanRES@ocfl.net. For commercial permits,

The screenshot displays the 'Documents for B1901273' page. It includes instructions for registered users to upload new or existing documents before submitting electronic plans. A list of links for 'Electronic Plan Submittal Upload Guide', 'Electronic Plan Submittal - Guidelines', and 'Digital Signature Guide' is provided. An 'Important!' note states that all electronic files go through verification and will be rejected if requirements are not met. A 'Submission Complete' button is visible. Below this, there is a section for 'Electronic Plans & Related Documents' with an 'Upload E-Submittal Plans/Documents' link. A 'Note' emphasizes pushing the 'Submission Complete' button for the entire set of files. A 'Submission Complete' button is also present here. The 'UPLOADED FILES (Awaiting Verification)' section shows a table with columns for 'LATEST UPDATE' and 'FILE NAME'. The table lists two files: 'E-Project Documentation' (02/13/20 4:14 PM, PD-application-dumpster-enclosure.pdf) and 'Plan: Architectural' (02/10/20 11:46 AM, A001-A002-A1). To the right, a 'Upload Plans' window is open, showing upload instructions: File Size (Maximum of 18 MB per file), File format (Only .pdf files are permitted), and Number of Files (Maximum of 100 files can be uploaded at one time). It includes a 'Remove Files' button, an 'Upload Files' button, and a dashed box for dragging and dropping files. A file named 'PD-application-dumpster-enclosure.pdf' (83.6 KB) is shown with a 'Remove' button.

the request should be emailed to ePlanCOM@ocfl.net. Orange County Division of Building Safety will edit the number of permits for the project and enable the applicant to edit the scope of work information and job valuations.

If the main building permit shows Internet **Pending** or **New** status, one must notify the reviewing staff of the intent to add a permit to a project. You may do so by uploading the first page of the Application for Building/Land Use Permit for each permit being requested to the main building permit on Fast Track, using the e-Plans/Documentation link.

Staff will review the application(s) and create the permits from the administrative end. If the main building permit included the cost of the project permits, please submit a request on company letterhead requesting an amendment to the job valuation of the original permit. This request must be signed/notarized by the contractor of record or applicant if no contractor has been assigned.

In-Review Status

For permits in review, the applicant needs to upload completed Application for Building/Land Use Permit to the main building permit on Fast Track under the e-Plans/Documentation link as part of the corrections process. Staff will review the application(s) and create the permits from the administrative end.

Ready to Issue Status

At this stage in the process, it is only possible to add any additional permit application(s) in order to amend the scope of work before the permit is issued. In the case that the permit is approved but not yet issued, a notarized letter on company letterhead should be uploaded to the main permit at the "e-Plans/Documentation" link requesting that the permit be placed in "deficient" status so that the additional application(s) may be added. At the time that the new applications are uploaded, a revised set of plans clearly indicating the change in scope of work must also be uploaded.

Issued Status

Additional permits may not be added to the main building permit. Please apply for any additional permits using Fast Track.

For additional questions regarding adding building applications, please contact ePlanRES@ocfl.net for residential applications and ePlanCom@ocfl.net for commercial applications.

7 Submitting Plan Corrections and Revisions

7.1 Submitting Plan Corrections

Once a submission has been reviewed, the upload links will become active again for the upload of corrected plans and documents. If a deficiencies email has been received, the system is ready for corrections to be submitted. Access the upload links by viewing the Permit Details page and click “Attach a Document or Plan” at the top of the page, or above the list of uploaded files. To access the Permit Details page, simply login to Fast Track and click on the permit number. There are two ways to submit corrected documents. You may upload using the main link or you may replace the specific file using the “Upload New Version” link next to the file.

If using the main upload link, your revised file(s) must be named in the same manner as the original submission; this includes spaces, and capitalization of letters. You can use the “View previous versions” link next to each replaced file to view previous versions.

When using the “Upload New Version” link next to the file, the system will automatically rename the file for you to match the previously submitted filename. **Please make sure you are uploading the correct version of the document. If your first submission received a failed verification, do not use this feature.**

Note: If the design professional changes the sheet number of a previously submitted page, please submit a request to remove the original sheet. Please send an email to

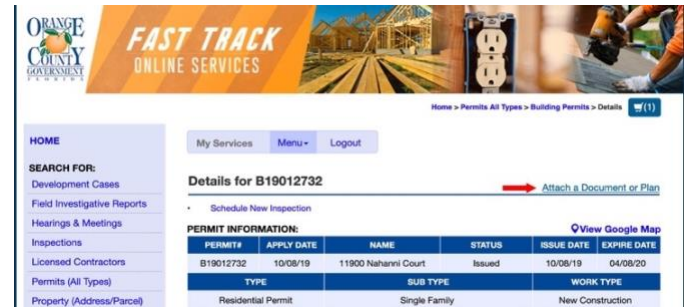
- Commercial Permitting: ePlanCOM@ocfl.net
- Residential New Single Family Permitting: ePlanCOM@ocfl.net
- Miscellaneous Residential Permitting: ePlanRES@ocfl.net

7.1.1 Upload New Version Feature Instructions

1. Click on Upload New Version next to the file you wish to replace.

LATEST UPDATE	FILE INFO	
01/10/23 4:28 PM	A1-COVER.pdf	Upload New Version

2. Click Browse to search for the new file to be uploaded.



Documents for B21018748

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

• [User Guide](#)

IMPORTANT! All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the "Submission Complete" button to begin the file-verification process.

Electronic Plans & Related Documentation:

[Upload E-Submittal Plans/Documents](#) (Plan files and related Plan Documents only)

[Upload Non-E-Submittal General Documents only](#)

Main upload link, new file name must be identical

• [View Permit Details](#)

PLANS & E-PROJECT DOCUMENTATION (Verified):

[Collapse All](#)

LATEST UPDATE	FILE INFO	
06/01/21 3:47 PM View previous versions	2 Site Plan.pdf	When using this feature, the new file will automatically replace the old one → Upload New Version
06/01/21 1:29 PM	A0001- Site Plan.pdf	Upload New Version
06/01/21 12:52 PM View previous versions	myindex.pdf	Upload New Version
06/01/21 12:26 PM	PD0001- Cost Breakdown.pdf	Upload New Version
06/01/21 1:08 PM View previous versions	Sole Source.pdf.pdf	Upload New Version

File To Be Replaced: A1-COVER.pdf

File To Upload: Browse (Max file size is 10Mb)

Note: This site allows direct upload of appropriate documentation to your pending permits. Orange County Government takes reasonable precautions to review documents for appropriate content and quality. Inappropriate or illegible documents will be discarded. Misuse of this upload tool may result in a suspension or termination of your FastTrack account.

3. Use your system file browser to select the new file.

Name	Date modified	Type	Size
A2-Cover-Sheet.pdf	3/13/2019 7:15 PM	Adobe Acrobat D...	398 KB

File name: A2-Cover-Sheet.pdf All Files (*.*)

Open Cancel

4. Once selected, click "Upload File" to make the replacement.

File To Be Replaced: A1-COVER.pdf

File To Upload: A2-Cover-Sheet.pdf 397.66 KB

Choose an Option...

Upload File Remove File

Note: This site allows direct upload of appropriate documentation to your pending permits. Orange County Government takes reasonable precautions to review documents for appropriate content and quality. Inappropriate or illegible documents will be discarded. Misuse of this upload tool may result in a suspension or termination of your FastTrack account.

Notice the two file names are not the same. When the upload is complete the new file will be automatically renamed to match the first submission.

5. When complete, click "Close Window".

File To Be Replaced: A1-COVER.pdf

Your file upload is complete. [Close Window](#).

Note: This site allows direct upload of appropriate documentation to your pending permits. Orange County Government takes reasonable precautions to review documents for appropriate content and quality. Inappropriate or illegible documents will be discarded. Misuse of this upload tool may result in a suspension or termination of your FastTrack account.

We highly recommend that this feature is used to avoid duplicate submittals of the same sheet/document. If your first submission received a failed verification, do not use this feature.

7.2 Submitting Plan Revisions

Once a permit is issued and changes are necessary to your issued permit's plans or documents, you will start the revision process. The steps are the same as submitting Corrections, but the permit status will be "Issued". Click the permit number to enter the permit details page. The revision process will follow the same steps as if you were submitting new plans and/or documents or submitting a correction. Residential and Commercial Revision Request Sheets are available on the Permitting Forms page. For help locating these forms, please see the [Forms, Fees and Resources](#) section.

7.3 Completing a Corrections or Revisions Submission

Once you have uploaded your plans and/or documents, you will see a "Submission Complete" button. Select this button to complete the Upload process. If you do not see this button, then close all Internet windows, clear history log, clear browser cache and log in again. The Submission Complete button should appear between the two upload links. It is very important that this step is not missed. No correction or revision will be submitted if this is not clicked.

Electronic Plans & Related Documentation:

[Upload E-Submittal Plans/Documents](#) (Plan files and related Plan Documents only)

☐ ACKNOWLEDGEMENT:

In consideration of the requirements for plan review processing times established in Sections 553.79 & 553.792, Florida Statutes, applications will not be received as complete until the plans and/or project documentation has been verified by county staff and the application has been routed to the applicable agencies for review.

[Submission Complete](#)

Note: You must push the "Submission Complete" button to notify Orange County when you are done uploading your entire set of Plan/Plan Document files.

[Upload Non-E-Submittal General Documents only](#)

[View Permit Details](#)

Search:

UPLOADED FILES (Awaiting Verification):

[Collapse All](#)

LATEST UPDATE	FILE INFO
Plan: A1-COVER.pdf	
01/11/23 9:58 AM	A1-COVER.pdf

Search:

PLANS & E-PROJECT DOCUMENTATION (Verified):

[Collapse All](#)

LATEST UPDATE	FILE INFO
Plan: A1-COVER.pdf	
01/10/23 4:28 PM	A1-COVER.pdf Upload New Version
Plan: A2-SITE-PLAN.pdf	
01/10/23 4:28 PM	A2-SITE-PLAN.pdf Upload New Version
Plan: A3-First-Floor.pdf	

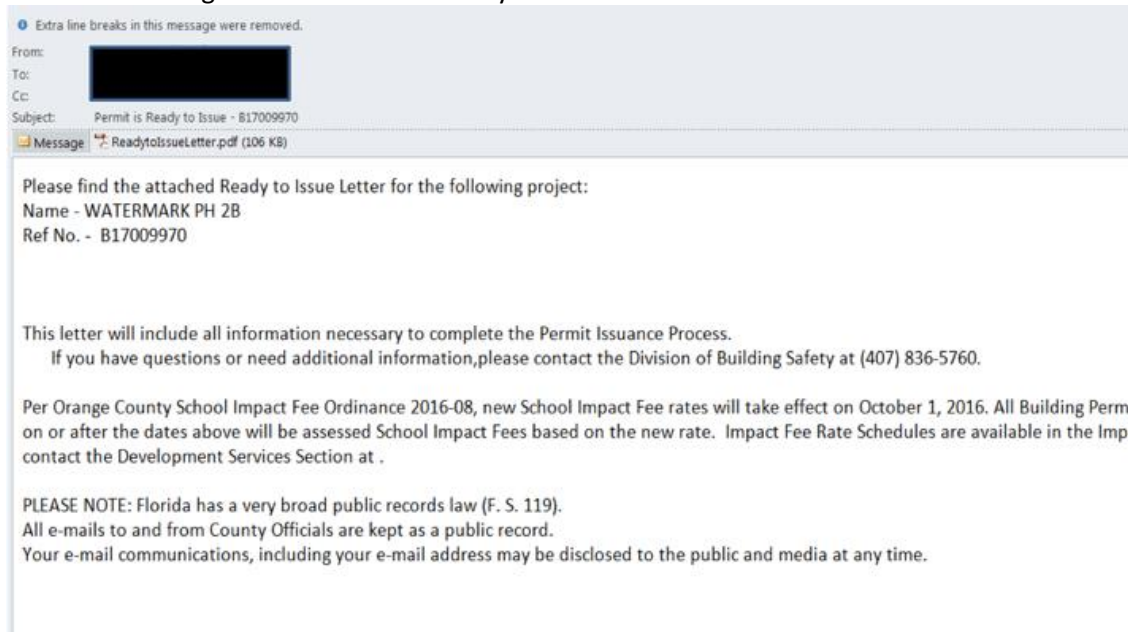
8 Final Steps

8.1 Ready to Issue Status

Congratulations, you have successfully completed the electronic application and review process and are ready to receive your issued permit. Once all Review Statuses show "Approved", an e-mail is generated with a Ready to Issue letter attached.

8.2 Email Notification

An email will be generated with the Ready to Issue letter as an attachment.



8.3 Ready to Issue Letter

A Ready to Issue letter will advise you of the final steps which must be completed before the Permit and Stamped Plans are made available to download. It will also include a summary of any final fees due, if applicable.

Permit Number: The permit number will be displayed at the top of the page.

Steps: The steps needed to complete in order to obtain the issued permit.

Contractor Verification: If no licensed contractor has been assigned to the permit, this must be completed. This process is outlined in the following section.



DIVISION OF BUILDING SAFETY

Shane Gerwig, Building Official

201 South Rosalind Avenue, 1st Floor • Reply To: Post Office Box 2687 • Orlando, Florida 32802-2687
Phone 407-836-5550 Fax 407-836-5510
www.orangecountyfl.net/Dept/growth/building/default.htm

February 14, 2020

To whom it may concern:

Permit Number: B20001125

Plans have been stamped approved for the project referenced above.

Please ensure the following steps are performed prior to picking up your permit, failure to do so will result in a delay of permit issuance.

Step 1. Contractor license verification.

- a) Contractor selected has registered their license with our Contractor Licensing Section.
- b) Contractor's registration is in an "Active" status.
- c) The license type proposed is qualified to perform the scope of the work described on the application and/or plans.

Please provide this information to our Contractor Licensing Section at 407-836-5522 or email contractorlicensing@ocfl.net.

Step 2. Verify there are no expired permits on the property by emailing permitting@ocfl.net.

Step 3. **Original Page 2 of the Building Permit Application** has been signed and notarized by both Owner and Contractor for work valued \$2,500 and over (copies will not be accepted).

Step 4. **Original Notarized Power of Attorney** is provided from the licensed contractor should he/she decide not appear in person and send another individual to pick up permit (copies will not be accepted).

Step 5. Verify that Orange County Public Utilities fees have been paid; please contact the Customer Service Section 407-836-5503 or DevelopTeam@ocfl.net.

NOTE: Please be advised, that although the permit is approved by all reviewing divisions, it is not ready to issue if any of the following *Issuance* processes are still "Open".

Impact Fees Assessment 407-836-5691
Utilities Customer Service 407-836-5503 DevelopTeam@ocfl.net
Final Plan Preparation ePlanRES@ocfl.net

Disclaimer: FEES ARE SUBJECT TO CHANGE

Should you have any questions, please email us at ePlanRES@ocfl.net

8.4 Assigning a Contractor and Contractor Verification

8.4.1 Assigning a Contractor

Sometimes a permit is applied for by a third party, by a design firm or prior to a Contractor actually being hired. In these cases, a Licensed Contractor with a Fast Track account will need to be assigned to the permit.

If a licensed contractor was not assigned during page 1 of the application process, a licensed contractor must be assigned and that contractor must verify the permit before it can be issued.

Use the search function to find the Contractor to whom you would like to assign the permit. Last name is usually all that is necessary to find the license holder. Once you select their license number you will need to click the Save button to the right to complete the process.

Not Assigned: If you see this message, a license holder capable of obtaining permits of this type must be assigned to the permit and must accept the permit with a Fast Track account. To do this, use the Search button to the right to locate the contractor.

NOTE: If this permit is put out to bid, the contractor who takes the permit must be willing and able to setup a Fast Track account if they do not already have one.

Search Button: Use the search function to find the Contractor to whom you would like to assign the permit. Last name is usually all that is necessary to find the license holder. Once you select their license number you will need to click the “Save” button to the right in order to complete the process.

Save Button: This will complete the assignment process, but the contractor will still need to login to their account to accept the assignment.

Details for B20012852

[Attach a Document](#)

SELECT CONTRACTOR:

License #	Name	
Not Assigned	Not Assigned	<input type="button" value="Search"/> <input type="button" value="Save"/>

PERMIT INFORMATION:

[View Google Map](#)

PERMIT#	APPLY DATE	NAME	STATUS	ISSUE DATE	EXPIRE DATE
B20012852	02/11/20	11900 Nahanni Court	Internet Pending		08/11/20
TYPE		SUB TYPE		WORK TYPE	
Residential Permit		Single Family		New Construction	
ADDRESS			PARCEL		
11900 Nahanni Ct Orlando FL 32837			16-24-29-9263-00-310		
DESCRIPTION					
New Construction					

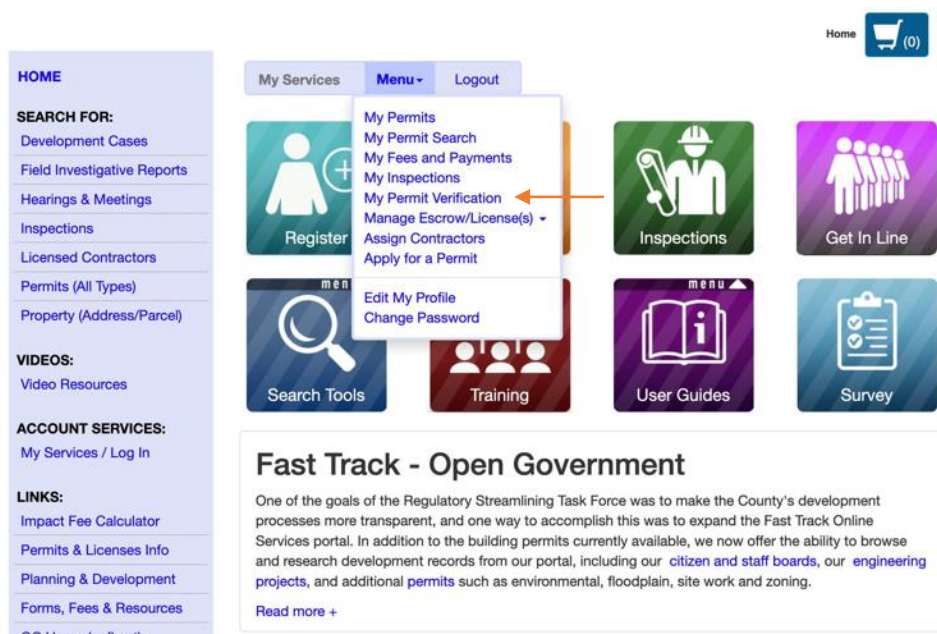
8.4.2 Contractor Verification

A Licensed Contractor must verify a permit that is assigned or it will not be issued. A Licensed Contractor can verify the assigned permit at any time up to the point of issuance. The Contractor License must be active at time of acceptance.

To complete this process, a Licensed Contractor must log in to their Fast Track account attached to their license and use the menu dropdown to select *My Permit Verification*. A list of permits will display and the contractor must accept the permit (s) to move forward.

A Licensed Contractor's Fast Track account must accept the issuance of a permit. Any Licensed Contractor that bids on a permit is required to have an account to accept permit issuance.

My Permit Verification: Click here to view assigned permits. The License Holder will need to accept the assigned permit in order for it to be issued. The screenshot below shows an example of the page.



My Services Menu Logout

My Permit Verification

License No. CGC017833

Click the "My Services MENU" for: My Permits, Permit Search, Permit Verification, Assign Contractors Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

You have been designated as the Contractor by the permit applicant. Click the permit # and verify that each permit listed belongs to you.

PERMIT #	APP. DT	TYPE	ADDRESS	STATUS
No data available in table				

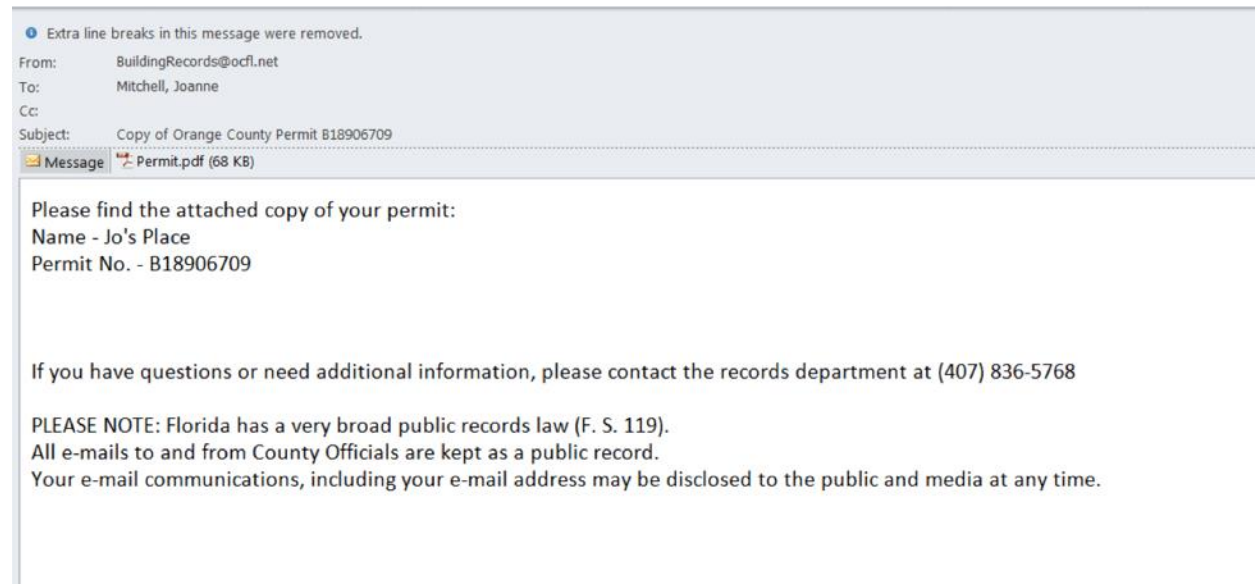
Showing 0 to 0 of 0 entries

Back

Print

8.5 Permit Issuance

Once all requirements have been met, an email will be sent with your permit included as an attachment to all emails on file for this permit application. The permit and all documentation and stamped plans are also available to download from your Fast Track Member Services Account.



8.6 Download Issued Permit from Fast Track

Once your permit has been issued you may also download a copy from Fast Track. It will be located at the bottom of the permit details page.

View Building Permit Form: Download a copy of your issued permit by clicking this link.

View Holds: This new feature will be highly valuable later in the process when all inspections have been completed and you are ready to obtain your Certificate of Occupancy.

Verified Documents: This is where verified and stamped copies of your reviewed documents will be available to download. None are showing in this example.

PROCESSES AND REPORTS: [Collapse All](#)

- View Plan Review Comments (No Deficiencies Found)
- View Inspection Results (No Inspections Found)
- [View Building Permit Form](#)
- View Certificate of Occupancy Holds

PROCESS	STATUS	SCHEDULE DT	START DT	END DT
Admin Processes				
RES Plans Coordination	Open	10/08/19		
Finalize Permit				
Final Power Call	Open	10/08/19		
TCO Intake	Open			
Pre Power Intake	Open			

DOCUMENTS:

- Attach a Document or Plan

Note: Plan/Plan Document files not submitted.

DATE	DESCRIPTION	DOC TYPE	FILE TYPE
10/14/2019	Files failed verification - Report.pdf	Letter	pdf

FEE INFORMATION:

FEE DESCRIPTION	FEE AMOUNT	BALANCE
State Surcharge	\$12.55	\$0.00
Building Permit Fee	\$502.00	\$0.00
Total:	\$514.55	\$0.00

[Back](#) [Print](#)

8.7 Building Permit Form

This is your copy of the issued permit. This building permit must be posted in a prominent location at the jobsite at all times.

		<h1>Building Permit</h1> <p>KEEP POSTED ON JOBSITE AT ALL TIMES Orange County Division of Building Safety 201 South Rosalind Avenue Orlando, Florida 32802-2687 Phone: 407-836-5550</p>	
DATE ISSUED: October 08, 2019		BUILDING PERMIT NUMBER: B19012732	
<p>Permission is granted to do the following work according to the conditions hereon and the approved plans and specifications subject to compliance with the Ordinances of Orange County, Florida.</p> <p>The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or State of Florida codes and/or ordinances. There may be additional permits required from other governmental agencies.</p> <p>In addition to the requirements of this permit, there may be additional restrictions applicable to the property that may be found in the public records of this county.</p> <p>This permit becomes void if the work authorized is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement. Work shall be considered suspended if an approved inspection has not been made within a 6 month period.</p>			
Tenant/Occupant: NONE			
Owner: XXXXXXXXXX			
Project Address: 11900 Nahanni Ct. Orlando, FL 32837			
Parcel I.D. Number: 16-24-29-9263-00-310		Zoning District:	
Contractor: Don Joe		License #: CGC9999999	
Address: 123 Nowhere Ln. Orlando, FL 32801			
Building Code:			
Value of Work: \$0.00		NOC: N/A	
Square Footage: N/A		Maximum Floor Load Allowable: N/A	
No. of Stories: 2		Maximum Number of Persons: N/A	
Type of Construction: N/A		No. of Units: N/A	
Sprinkler Sys. Provided: N/A		Sprinkler Sys Req'd: N/A	
Building Risk Category: N/A		Use & Occupancy Type: N/A	
Wind Speed: N/A		Wind Borne Debris Region: N/A	
Threshold Building: N/A		Flood Plain: N/A	
Nature of Work: New Construction		Low Floor Elevation: N/A	
Trees Required: N/A			
Additional Sub-Permits Required:			
Electrical	Plumbing	Roofing	
Issued By: Joe Harty			
Special Considerations: New Construction			
<p>Pursuant to Section 125.022, Florida Statutes, issuance of this development permit by the County does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the County for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.</p> <p>Pursuant to Section 125.022, the applicant shall obtain all other applicable state or federal permits before commencement of development.</p>			

8.8 Download Approved Plans from Fast Track

Fast Track now includes a feature that allows you to download all approved plans for your permit in one click. On your permit details page, use the link “Click Here to Download All Approved Plans”. A popup window will appear with a link to “Download Approved Plans”. A copy of these plans must be on site for all inspections.

Final Plan Preparation (RES)	Complete	06/04/21	06/04/21	06/04/21
Final Issuance Review (RES)	Complete	06/04/21	06/04/21	06/04/21
Finalize Permit				
TCO Intake	Open			
Pre Power Intake	Open			

DOCUMENTS: [Click Here To Download All Approved Plans](#)

▪ Attach a Document or Plan

DATE	DESCRIPTION	DOC TYPE	FILE TYPE
6/4/2021	Inspection Card - Report.pdf	Copy of Inspection Card	pdf
6/4/2021	Permit - Report.pdf	Copy of Permit	pdf
6/4/2021	Notice to Builder - Notice2Builder.pdf	Letter	pdf
6/4/2021	Ready to Issue Letter - Report.pdf	Letter	pdf
6/4/2021	Final Approved Plan - Map210604133959.pdf	Approved Plan	pdf
6/4/2021	Final Approved Plan - 1Site Plan210604133959.pdf	Approved Plan	pdf
6/4/2021	Ready to Issue Letter - Report.pdf	Letter	pdf
6/4/2021	Electronic Plan Review Deficiency Comments - Report.pdf	Approval Report	pdf

PROCESS	STATUS	SCHEDULED	STARTED	ENDED
Admin Processes				
RES Plans Coordination	Complete	06/04/21	06/04/21	06/04/21
Review				
Zoning Review	Approved	06/04/21	06/04/21	06/04/21
Building Review (RES)	Approved	06/04/21	06/04/21	06/04/21
Issuance				
Final Plan Preparation (RES)	Complete	06/04/21	06/04/21	06/04/21

Download Document - Internet Explorer

PERMIT NUMBER: B21018751 **ATTACHMENT:** There are 2 Approved Plans in this Download **DATE:** [Download Approved Plans](#)

Retrieving File...

Note: Orange County Government takes reasonable precautions to ensure that these documents are of appropriate content and quality.

[Download All Approved Plans](#)

▪ Attach a Document or Plan

DATE	DESCRIPTION	DOC TYPE	FILE TYPE
6/4/2021	Inspection Card - Report.pdf	Copy of Inspection Card	pdf
6/4/2021	Permit - Report.pdf	Copy of Permit	pdf
6/4/2021	Notice to Builder - Notice2Builder.pdf	Letter	pdf
6/4/2021	Ready to Issue Letter - Report.pdf	Letter	pdf

9 Next Steps: Notice of Commencement, Sub-Permits and Inspections

9.1 Notice of Commencement

Now that you have your issued permit, you will need to make sure to submit a Notice of Commencement (N.O.C.) to be recorded by Official Records. The N.O.C. must be on record in order to schedule inspections. The Division of Building Safety offers an efficient service to assist with this process. Please refer to the N.O.C. Training video on the [Fast Track Training Hub and Video Library](#) to learn about this helpful service.



9.2 Sub Permits

Any applicable Sub-Permits may now be applied for using your approved building permit number as the main permit. For help with Sub-Permit applications, please view the helpful videos on the [Fast Track Training Hub and Video Library](#).



9.3 Inspections

Once your N.O.C. has been received by the Division of Building Safety and appears in the permit details page, you are ready to begin work and schedule your inspections as necessary. There are two helpful videos on the [Fast Track Training Hub and Video Library](#) that will guide you through the processes of scheduling, cancelling, and tracking your inspections.



10 Contact Information

Use the emails below to contact us with any questions you may have.

The **Fast Track Help Desk** is available Monday through Friday from 8 a.m. until 6 p.m. at **407-836-8160**

Fast Track Verification Help Services

- Commercial: ePlanCOM@ocfl.net
- Residential New SFR: ePlanCOM@ocfl.net
- Residential (All Others): ePlanRES@ocfl.net
- Subtrades: eSubs@ocfl.net

Building Records

(Certificate of Occupancy or Completion, Power Release, Pre-Power, TCO)

- Phone: 407-836-5550
- Email: buildingrecords@ocfl.net

Public Records and Research

(Archive Documents Request)

- Phone: 407-836-8181
- Email: RecordsResearch@ocfl.net

Contractor Licensing, Digital Signatures and NOC

- Contractor Assistance and Questions - ContractorLicensing@ocfl.net
- Digital Signature Assistance and Questions - Digitalsignature@ocfl.net
- Notice of Commencement - OrangeNoc@ocfl.net

Expired Permits and Violations

- Phone: 407-836-5550
- Email: PermittingServices@ocfl.net

Concurrency Management

- Phone: 407-836-5617
- Email: Concurrency@ocfl.net

Special Projects

- Phone: 407-836-5550
- Email: SpecialProjects@ocfl.net

Zoning Inquiries

- Phone: 407-836-9650
- Email: Zoning@ocfl.net