



**CITY OF APOPKA
BUILDING DIVISION**

407-703-1713 Phone -- 407-703-1791 Fax -- 407-703-1815 Automated Inspection Line

New Commercial Structure Permit Requirements

Application and construction documents are reviewed for compliance with the Florida Building Code. Submittal requirements vary depending upon specific, individual conditions or circumstances based on the scope of work. Typical required documentation for submittal of new commercial structure permits are addressed below. Zoning and engineering will indicate approval on the building permit application.

1. A completed Building Permit Application with no blanks, no white-out and no erasures. A contact name and phone number is required.
2. A completed Lien Law form that has been signed by the owner and notarized.
3. A completed Notice of Commencement that has been signed by the owner, notarized, and recorded at the Orange County Comptroller's office (407-836-5690 phone or <http://www.occompt.com>).
4. If the person picking up the permit is anyone other than the license holder, they must submit a signed and notarized job specific Power of Attorney authorizing their ability to pick up the permit on behalf of the license holder.
5. One (1) Complete set of signed and sealed construction drawings that must reference the current FBC.
6. Energy calculations must be provided. (If applicable)
7. Truss engineering must be provided. (If applicable)
8. Three (3) copies of the site plan must be provided.
9. Door and window specifications must be included.
10. If the structure is to be used for food service upon completion refer to the grease trap information attached.
11. A copy of the signed contract must be submitted and include the total cost of the job shown. The applicant may elect to have the Building Division use the Building Valuation Table from the Florida Building Code to ascertain the job cost.\
12. The project may be subject to fire sprinkler, and/or fire alarm installation. The plans will be reviewed by the Fire Department and the applicant will be notified if additional information is required.

Additionally, Items 5-9 must be submitted on a CD disk in Adobe PDF format or the applicant may e-mail the documents and plans to rmarsh@apopka.net. (Plans must be electronically signed whether submitted on disk or emailed).

Separate applications and plans will be required on commercial projects for: a dumpster enclosure; screen wall/retaining wall; a monument base; a free standing canopy; and a construction trailer.

The following subcontractors must apply for separate permits. Additional fees and review may apply. Contact the Building Division at 407-703-1713 for additional information.

Electrical
Fire Alarm

Fire Sprinkler
Gas

Mechanical
Plumbing

Roofing

Contractors must be registered with the City of Apopka to be issued a permit. To register you will need: original state license; business tax receipt; and proof of workers' compensation. The Workers' Compensation information must be received directly from your insurance company (a faxed copy is acceptable) or if exempt, you must present an exemption card. A State registered contractor must also provide a copy of their Orange County Competency Card.