



**REEDY CREEK  
IMPROVEMENT DISTRICT**

P.O. BOX 10170, LAKE BUENA VISTA, FLORIDA 32830-0170 TELEPHONE (407) 828-2034 FAX (407) 828-2416

BUILDING AND SAFETY

## **BUILDING PERMIT APPLICATION REQUIREMENTS**

1. The building permit application must be completely filled out, signed by the contractor and the owner, and notarized by a Florida Notary Public. The owner or owner's agent's signature shall be required only when the valuation of the work exceeds \$2500. Permit application cannot be faxed.
2. A current copy of the contractor's State Certification or State Registration. A current Orange or Osceola County competency card is also required if the contractor is registered but not certified.
3. A copy of the contractor's Orange or Osceola County Occupational License.
4. Proof of current worker's compensation insurance addressed to the Reedy Creek Improvement District.
5. A check or money order made payable to the Reedy Creek Improvement District for the permit fee. Cash and credit card also accepted. Permit fees may include plan check costs, State required Radon Fee, and Department of Business and Professional Regulation Fee. Payment is required at the time the permit application is submitted. Fees are non-refundable.
6. A copy of your contract or purchase order that will include a description of the work to be performed and the valuation or contract amount of the work (including the value of new materials and equipment, and/or owner furnished items). In lieu of a contract or purchase order, a letter signed by an authorized agent of the property owner, stating the scope of the work and the cost, will be accepted.
7. Two sets of drawings. (Signed and sealed if the valuation is \$25,000 or more)
8. Two sets of specifications. (Signed and sealed if the valuation is \$25,000 or more)
9. Two sets of signed and sealed structural calculations.
10. A site plan, detailed to show an exact location of work.
11. Fire sprinkler drawings and hydraulic calculations, as applicable.
12. Energy calculations, as applicable.
13. Florida Hotel and Restaurant Commission approval, as applicable.
14. A Notice of Commencement shall be required when the valuation of the work is over \$2500. A copy must be submitted to this building department prior to the first inspection of the work.

If you have any other questions, the Reedy Creek Improvement District Building Department is open Monday through Friday from 8:00 am to 5:00 pm.