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

REQUEST FOR: ☐ FULL OR ☐ CONDITIONAL ☐ CERTIFICATE OF OCCUPANCY, ☐ CONSTRUCTION COMPLETION, OR ☐ CART STICKER

ALL ITEMS TO BE FILLED IN COMPLETELY			
Date of Request:		Permit #:	
Contractor:			
Project Name:			
Address of Project:			
Requested By:		Phone #:	
Reason for Request:			

FOR CONDITIONAL CERTIFICATE OF OCCUPANCY ONLY	
Requested number of days for Conditional Certificate (30 day maximum):	
List all items remaining to be completed:	
Define area of project for this request, attach sketch:	

LIST ALL ASSOCIATED PERMITS AND STATUS. INSPECTOR'S SIGNATURE IS REQUIRED FOR ALL PERMITS.
(All signatures must be obtained by the requester; and are not the responsibility of the Building Department.)

Permit Number	Status	Type of Permit	Final Y/N	Inspector Signature	Date

REQUIRED SIGNATURES FOR ISSUING DOCUMENT
(All signatures must be obtained by the requester; and are not the responsibility of the Building Department.)

Fire Marshall:		Richard LePere (407) 560-1784	**Date:**	
Planning:		Lee Pulham (407) 828-1660	**Date:**	
Engineering:		Mack Elsabagh (407) 828-3828	**Date:**	
Building Official:		Jerry Wooldridge (407) 828-2034	**Date:**	

Note: For permits requiring a Bacterial Test a minimum of five (5) days notice is required for scheduling the test. (Example: call on 10/1 to schedule a test on 10/6.) Contact Glenn Boser at (407) 824-4842 to schedule testing.