

## PERMIT APPLICATION CHECKLIST

**\*\*\*\*\* Before submitting a permit for application, be sure to verify permit application is complete and all documents are included and correct for a successful submission. \*\*\*\*\***

Typical permit applications require three main documents: complete permit application, contract and construction drawings. Other documents may be required based on permit type. Permitting is per address: one permit application per address per contractor.

Using the list below, check off the items verified in the submittal package:

### PROPER PERMIT TYPE SELECTION

- Facility Construction – Work to be completed inside, or new/addition construction of a building/structure.
- Area Development – Work to be completed outside of a building/structure and not directly related to or serving a building.
- Swimming Pool – Requires two RCID permit applications (General and Swimming Pool) to be completed, along with a possible Florida Department of Health Operating Permit.
- Ride Construction – The actual amusement ride device, not the building surrounding a ride.
- Temporary Construction – 90 days or less in duration, such as tents, platforms, stages, trailers, towers, inflatables, mobile units, etc., along with MEP hookups.

### PERMIT APPLICATION

- Address is included and verified as correct.
- Valuation is listed and matches the contract/scope of work covered under the permit.
- Master permit number is provided (as applicable).
- Contractor notarized signature in correct block on application.
- Owner notarized signature in correct block on application (as applicable).
- Detailed scope of work included (as much information that can be provided in the space allowed).
- Permit Application can be found at <https://www.rcid.org/doing-business/building-department/> or printed from online permitting system Accela Citizen Access (ACA) at: <https://ca.rcid.org/citizenaccess/>.

### FULLY EXECUTED CONTRACT / LETTER OF INTENT / PURCHASE ORDER

- Must be provided to verify valuation stated in permit application by hiring authority, whether it is the contractor, owner or owner's rep.
- Must provide contract breakdown for all disciplines: building, electrical, mechanical, plumbing, etc.

### CONSTRUCTION DRAWINGS

- Drawings must be digitally signed and sealed, combined in one document each (architectural file, structural file, civil file as an example for building permits). If the electronic seal is broken by manually combining documents, as an example, RCID cannot accept the drawing.
- Current *EPCOT Building Code Edition* and *Florida Fire Prevention Code Edition* must be referenced on the drawings either on the Index sheet or within the first few pages of the drawing set.
- Electronic drawings must be uploaded to the specific permit only. Building drawings are only uploaded to building permits, electrical drawings to electrical permits, etc.
- See the "Construction Documents Submittal Requirements" policy for specific requirements on the types of permits applied and the required drawings.

**NOTICE OF COMMENCEMENT (NOC)**

- A copy of a recorded county-stamped NOC, with date of filing clearly visible, is required if the value of the work is over \$2,500. Note: An NOC is not required for repair or replacement of an existing HVAC system until the value of the work is \$7,500 or more.
- An NOC is preferred at time of application submission, but not required at that time. An NOC must be uploaded prior to requesting the first inspection.

**CONSISTENT INFORMATION**

- Does the permit application, NOC and contract have the same contractor and owner on each document? If not, a Project Management permit may be required.
- Project Management permits are for hired firms/individuals that manage a project and do no actual work. If the hired firm/individual is licensed in the State of Florida and does any part of the work, a standard permit would be required. See Project Management FAQ on <https://www.rcid.org/doing-business/building-department/>.

**OTHER POSSIBLE REQUIRED SUBMITTALS BASED ON PERMIT TYPE**

- Site Plan
- Structural Calculations
- Specifications
- Energy Calculations
- Special Inspection Reports
- Florida Department of Business & Professional Regulations, Hotel and Restaurant Commission approval document
- Utility Permit / Air Emission Permit / Storage Tank Permit approved by WDW Environmental (underground plumbing work, fuel burning equipment, or fuel storage tanks)

**AMENDMENTS / REVISIONS / RESPONSE TO COMMENTS or VIOLATIONS\***

- Amendments require new permit application, digitally signed drawings and complete narrative of all changes and must be uploaded to ACA. Approved Amendment must be reissued to the contractor. Added scope requires additional fees.
- Revisions require digitally signed drawings and complete narrative of all changes uploaded to ACA. No reissuance of the permit is required. Revision fees will be assessed.
- Response to Comments require digitally signed drawings and complete narrative of all changes uploaded to ACA.
- Response to Correction Notice Issuance may require digitally signed drawings and complete narrative of all changes uploaded to ACA. Revision fee may be assessed.
- Revisions and Amendments are applied online via ACA. See the "ACA User Guide."

**\*DEFINITIONS FOR AMENDMENTS AND REVISIONS:**

- **PACKAGES** are typically used on larger projects that utilize a phased construction approach. Packages are portions of a complete set of plans that build upon one another with increases in scope.
- **AMENDMENTS** are typically used on smaller projects. Amendments are an increase in scope on smaller projects that do not use packages. An amendment shall be a full set of plans with the amendments inserted into the set that replace the previous set of plans. Amendments must be accompanied by a written narrative addressing each change with references to sheet changes and subsequent notes added to the plans.

- **RESPONSE TO COMMENTS** are submitted to address plan review comments and must be limited to plan review comments only. This may be used under any revision or amendment when a Revise and Resubmit has been resulted. Response to Comments drawings must be accompanied by a written narrative addressing each comment with references to sheet changes and subsequent notes added to the plans. Response to Comments shall be inserted into the full set that replace the previous set of plans.
- **REVISIONS** are clarifications or modifications that do not increase scope but address plan changes within the scope of work already approved and permitted. Revisions shall be inserted into the full set that replace the previous set of plans. Revisions must be accompanied by a written narrative addressing each change with references to sheet changes and subsequent notes added to the plans. Following are some additional terms used for Revisions:
  - **ADDENDUM** (See REVISIONS)
  - **ASI** (See REVISIONS)
  - **BULLETINS** (See REVISIONS)
  - **DIRECTIVES** (See REVISIONS)
  - **RFI** (See SKETCHES)
  - **SI** (See REVISIONS)
- **ADDITIONAL SUBMITTALS** are documents that are not considered Revisions, but may be requested by the plans examiners or inspectors for additional clarification. The following are samples of additional submittals that do not require a Revision Fee.

**Submit as a Plan Modification – Revision:**

- As-Builts (unless major changes)
- Fire Suppression Test Papers
- Florida Product Approvals / Notice of Acceptance (NOA)
- Manufacturers' Literature or Specifications
- NFPA 72 Forms

**Upload to the main permit as an Attachment for reference only:**

- Millage Reports
- Special Inspection Reports
- Test and Balance Reports
- Threshold Reports
- Welding Certificates

For additional information, refer to the **Permit Application Requirements Policy** found on <https://www.rcid.org/doing-business/building-department/>.