

## Sequential List of Actions to Process a Building Permit Application

1. Answer applicant questions posed by email or telephone (may occur at any time)
2. Accept application by electronic means (email PDF or online submission, with attachments)
3. Identify required permit type for described work
4. If Owner/Builder, confirm required O/B affidavit is complete (As required by §489.103(7), FS, the applicant must personally appear at Town Hall to have the signature witnessed)
5. If contractor is to be used, confirm contractor certification, workmen's compensation coverage or exemption, business tax receipt or exemption, and insurance coverage
6. Check application for completeness; return to applicant with comments if found incomplete; if it is complete, then calculate application fee (Steps 7-9)
7. List FBC enforcement fee for permit type; if this permit type requires zoning review, then state FBC enforcement fee as a 25% component (application fee) and a 75% component (permit fee)
8. If permit type does not require zoning review, then permit application fee is 100% of the FBC fee plus the State surcharges
9. If permit type requires zoning review, then add zoning review fee for permit type; the application fee equals the total of 25% of FBC enforcement fee and 100% of zoning review fee; the remaining 75% of the FBC enforcement fee, any required impact fees, any supplement plan review fees, and the State surcharges will be collected later, before the permit is issued
10. Permit technician or online permitting system advises applicant of fee to be paid to the Town and how to make payment
11. Applicant pays the application fee to the Town
12. Town or online permitting system notifies permit technician and Town Planner, if appropriate, that fee was paid
13. If permit type does not require FBC plan review and the permit application is complete, then the Building Official issues permit along with a standard Notice of Commencement form (§713.135(1)(d), FS, requires two paper copies, but that is not possible for an online process); go to inspections workflow
14. If permit type does require FBC plan review but not zoning review, then forward application to plans examiner for FBC plan review; go to Step 17
15. If permit type requires zoning review, then forward application to Town Planner at [okl@wadetrim.com](mailto:okl@wadetrim.com); he/she will evaluate the application for compliance with the Town's LDC and will interact directly with applicant during zoning review, if plan modifications or clarifications are needed; if cost of zoning review exceeds the standard fee, Town Planner will notify permit technician of additional charges
16. Once the application is acceptable to the Town Planner, he/she will transmit the zoning acceptance notice, any revised application documents, any additional zoning review fees, and a list of any required impact and utility connection fees to the plans examiner for FBC plan review
17. Plans examiner evaluates the submission for compliance with FBC; plans examiner will interact directly with applicant during FBC review, if revisions or clarifications are needed
18. If zoning review was required, then plan revisions during FBC plan review process may require resubmission to and review by Town Planner depending on the nature of the change; Town Planner will notify Building Official via written comments of any plan changes required to comply with the Town's Land Development (zoning) Code; Town Planner may impose additional plan review fees as compensation for addition review effort; FBC plans examiner will convey any needed plan revisions to the applicant

## Building Permit Workflow

19. Once FBC plan review is complete and acceptable, and the zoning review, if any, is complete and acceptable, the permit technician will calculate permit fees; fees are the sum of 75% of FBC enforcement fee, any add-on zoning review fees imposed by Town Planner, any impact fees, any utility connection fees, and the State surcharges
20. Permit technician will notify applicant of fees to be paid to the Town and how to make payment
21. Permit applicant pays the fees to the Town
22. Town or online permitting system notifies permit technician that fee was paid
23. Building Official issues permit and list of required inspections along with two copies of a standard Notice of Commencement form; go to inspection workflow

## Inspection Workflow

FBC inspection(s), a possible Town Planner inspection, and a possible Town Public Works inspection may be required for each permit during construction. Plan revisions, failed inspections, and other actions during construction may result in additional fees being imposed.

1. Inspections are requested via email (preferred) or telephone; partial or courtesy inspections may be requested; once requested, the permit technician or online permitting system identifies a qualified inspector and assigns the work
2. The assigned inspector performs the requested inspection; the inspector will need to confirm during the initial inspection that a Notice of Commencement was filed with Orange County by the permit holder or is not needed (value less than \$2,500) prior to scheduling the first inspection; the result of each inspection is added to the permit record
3. If the project fails an inspection, the permit holder must correct the problem(s) and request re-inspection; a re-inspection fee may be imposed; the need for a re-inspection fee is determined by the inspector at the time the failed inspection occurs; at the inspector's option, the first re-inspection may be conducted without paying a re-inspection fee; a second re-inspection for the same issue requires payment of the re-inspection fee; under Florida law (§553.80(2)(c),FS) the re-inspection fee increases to four times the standard fee after a second inspection is required for the same problem
4. If the inspector decides that a re-inspection fee is to be charged, the amount of the fee is added to the permit for payment prior to closeout
5. Permit technician or online permitting software will need to manage the sequence of required inspections to ensure they are followed in the correct order
6. Any plan revisions during construction will result in FBC enforcement and possible zoning review fees; these fees will be accumulated for payment prior to permit closeout
7. Prior to final building inspection, any required zoning inspection will need to be scheduled with Wade Trim and any needed infrastructure or utility connection inspection will need to be scheduled with the Town's Public Works inspector
8. Permit technician or the online permitting system will confirm that all inspections have been satisfactorily completed and compile the fees, if any, that remain to be paid; if no fees are outstanding, then go to Step 12
9. Permit technician notifies permit holder of fees to be paid to the Town and how to make payment, and notifies the Town of the amount owed
10. Permit holder pays fees to the Town
11. Town notifies permit technician that fee was paid
12. Building Official issues certificate of completion or occupancy, as may be required

## Building Permit Workflow

13. Permit technician closes permit, notifies the permit holder, and transmits all permit documents to the Town for record retention

### ***Exceptions to the Process Workflows Given Above:***

Tree removal, grading and clearing, tent, and fence permit applications have only zoning review conducted by the Town Planner (Wade Trim). (Tent permits are needed separately from the Orange County Fire Rescue Department.) Until the online permit management system is operational, these permit applications will be accepted by the Building Official (Willdan), who will assign a permit number, and then routed to the Town Planner for review, denying or issuing the permit, and inspection. Inspection requests for these permit types will be accepted by the Building Official, who will forward them to the Town Planner for scheduling and execution. The Town Planner will advise the Building Official as to the issuance or denial of the permit and the final completion of the work (permit closeout) so that appropriate records can be maintained by the Building Official.