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**Building &
Permitting
Services**

MINOR ALTERATION AND CHANGE OF OCCUPANCY* FOR MULTIFAMILY OR COMMERCIAL BUILDING SUBMITTAL CHECKLIST

As the applicant, I confirm that the following items have been provided as required. (Please attach items in the order listed.)

1. Complete Building/Site Permit application.

Note: The permit valuation amount listed on the Permit Application is the actual cost of construction of the building and all systems within the building (such as electrical, plumbing, and mechanical systems) as reflected in the construction contract.

2. Department of Health approval for facilities on a septic system. Note: Plan submittal will be turned down without this approval.

3. Original certified copy of the recorded Notice of Commencement for valuation over \$2,500.00 (where available). Required upon pickup of permit.

4. One complete set of construction drawings electronically signed, sealed and dated by a Florida registered engineer or architect – locator map, architectural, structural, mechanical, plumbing, electrical, gas, and fire sprinkler.

5. One copy (8.5" x 11") of energy calculations with Manual J and D; certified truss engineering; FL Product Approval or Miami-Dade notice of acceptance information for all exterior components and cladding.

6. Copy of Conditional Use approval and/or Board of Adjustment approval for any variances or zoning approvals.

7. Notarized letter of approval from the property owner authorizing addition or alteration only.

Signature of Applicant: _____

Print Name: _____

Date: _____

* Minor alteration applies to improvements not exceeding 25% of Orange County Appraiser's Value of the building – www.ocpafl.org