MINOR ALTERATION AND CHANGE OF OCCUPANCY*
MULTIFAMILY OR COMMERCIAL BUILDING

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:** plans 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. ______ Five complete sets of construction drawings signed, dated and sealed by a FL registered engineer or architect – locator map, architectural, structural, mechanical, plumbing, electrical, gas and fire sprinkler.

5. ______ Two copies of project specifications, energy calculations; certified truss engineering; garage door, window and entry door installation detail with product approval or Miami-Dade notice of acceptance letter.

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

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

Signature of Applicant ___________________ Printed Name ___________________ Date __________

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