



3/9/2021

# Building Permit Application Process and Plan Requirements



3/9/2021

# Permit Review Process and Checklist

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**\*\* There are currently no Fire Review Checklist available. If you have any questions please contact the Fire Department plan reviewer for more information.**

**Commercial Pre application meeting required prior to submittal- for NEW BUILDING CONSTRUCTION PROJECTS only (not miscellaneous permits such as retaining walls, walk-in coolers, dumpster enclosures, etc. –**

**Contact - Dawn Stalnaker or Joell Folmar**

**Impact fee Information - Dawn Stalnaker or Joell Folmar**

**Certificate of Completion, Occupancy, Temp, etc.- email: Joell Folmar or Dawn Stalnaker**

**(see Contacts on next page)**

## **Contact Information:**

Lisa Widican	Building Services Director	<a href="mailto:lwidican@clermontfl.org">lwidican@clermontfl.org</a>
Mark Grenier	Building Official	<a href="mailto:mgrenier@clermontfl.org">mgrenier@clermontfl.org</a>
Dawn Stalnaker	Building Services Mgr.	<a href="mailto:dstalnaker@clermontfl.org">dstalnaker@clermontfl.org</a>
Joell Folmar	Lead Permit Technician	<a href="mailto:ifolmar@clermontfl.org">ifolmar@clermontfl.org</a>
Robert Taboas	Building Services Coordinator	<a href="mailto:rtaboas@clermontfl.org">rtaboas@clermontfl.org</a>
Dale Ulmer	Commercial Plan Reviewer	<a href="mailto:dulmer@clermontfl.org">dulmer@clermontfl.org</a>
Jennifer Pierce	Fire Marshal/Reviewer	<a href="mailto:jpierce@clermontfl.org">jpierce@clermontfl.org</a>
Kelly Caulton	Permit Technician	<a href="mailto:kcaulton@clermontfl.org">kcaulton@clermontfl.org</a>
Kimberly Roderick	Permit Technician	<a href="mailto:kroderick@clermontfl.org">kroderick@clermontfl.org</a>

## **Electronic Signing & Sealing of Engineered plans**

### **From the Florida Board of Professional Engineers**

The signing and sealing of engineering documents can be confusing not just to Professional Engineers, but also to building department personnel. Therefore, the Florida Board of Professional Engineers wanted to take a moment to explain it in a nutshell.

In addition to traditional, physically signed and sealed final engineering plans, the Florida Administrative Code also allows two computerized methods: digital signing and sealing (Rule 61G15-23.004, F.A.C) AND Electronic signing and sealing (Rule 61G15-23.005.)

Do not combine the requirements of these rules as they are meant to provide two separate methods for signing and sealing final engineering documents.

**Digital Signing and Sealing** requires the PE to purchase a digital signature from a certification authority. The Board does not approve certification authorities and does not have a list of them. The certification authority will confirm the identity of the PE, and provide them with a password-protected digital signature file. Digital signing and sealing allows a PE to apply a single digital signature to a file, which can contain the entire set of plans, from one sheet to thousands of sheets; there is no page limit. Generally, the PE applied the digital signature to the front page. The RULE requires specific language to be placed on each sheet of the plan.

**Electronic signing and sealing** requires the PE use a SHA algorithm generator to secure the final engineering plans. The generator will provide the PE with a number/letter combination, which is the SHA authentication code, that is used in the document's signature report. The signature report must contain the authentication code and an index of all items to which the electronic signature applies. AS with digital signing and sealing, there is the additional requirement for specific language on each page of the plans.

For additional information regarding Temporary Rule Changes and FBC requirements, please go to their website.



## **BUILDING PLAN REVIEW REQUIREMENTS**

Building Plan Reviews are based on the latest edition of the *Florida Building Code "Building"*. In order to perform a thorough Building Plan Review, the following specifications, drawings and details shall be submitted:

1. Complete signed and sealed (as required by applicable laws) architectural plans, structural plans and material specifications of all work.
2. A site plan including the following information:
  - a. Size and location of all new construction and all existing structures on the site.
  - b. Distances from lot lines and any existing buildings or structures.
  - c. Established street grades and proposed finish grades.
3. Architectural plans and specifications to include:
  - a. Description of uses and the proposed occupancy group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
  - b. Proposed type of construction of the building.
  - c. Fully dimensioned drawings to determine building areas and height.
  - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
  - e. Exit signs/means of egress lighting, including power supply.
  - f. Accessibility scoping provisions.
  - g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
  - h. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
  - i. Details of plastic, insulation, and safety glazing installation.
  - j. Details of required fire protection systems.
4. Structural plans, specifications, and engineering details to include:
  - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
  - b. Signed and sealed structural design calculations, which support the member sizes on the drawings.
  - c. Local design load criteria, including live loads; wind loads; other special loads.
  - d. Details of foundations and superstructure.
  - e. Provisions for required special inspections.
  - f. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).

## MECHANICAL PLAN REVIEW REQUIREMENTS

Mechanical Plan Reviews are based on the latest edition of the *Florida Building Code "Mechanical"* and the Florida Building Code "Gas" unless otherwise directed. In order to perform a thorough Mechanical Plan Review, the following specifications, drawings and details shall be submitted:

1. Complete signed and sealed (as required by applicable laws) plans and specifications of all heating, ventilating and air conditioning work.
2. Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with referenced material standards.
3. Details on the HVAC equipment including the equipment capacity (Btu/h input), controls, equipment location, access and clearances.
4. A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft<sup>2</sup>, the floor area of the space and the amount of outdoor air supplied to each space.
5. The location of all outdoor air intakes with respect to sources of contaminants.
6. Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing, sealing of duct joints, seams and connections and duct support spacing.
7. Condensate disposal, routing of piping and auxiliary and secondary drainage systems.
8. Required exhaust systems, routing of ducts and termination to the exterior.
9. Complete details of all Type I and II kitchen hoods (separate permit required for commercial kitchen hood systems), grease duct construction and velocity, clearance to combustibles and fire suppression system.
10. Details of all duct penetrations through fire-resistance rated assemblies including locations for all fire dampers, smoke dampers and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.  
Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size the openings.
11. Details on the vents used to vent the products of combustion from all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent and the routing of the vent.
12. Boiler and water heater equipment and piping details including safety controls, gauges, valves and distribution piping layout.
13. Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and the type of connections.
14. Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure, the pressure drop and applicable gas pipe sizing Table(s) in the FBC G.)

## PLUMBING PLAN REVIEW REQUIREMENTS

Plumbing Plan Reviews are based on the latest edition of the *Florida Building Code "Plumbing"* and the Florida Building Code "Gas" unless otherwise directed. In order to perform a thorough Plumbing Plan Review, the following specifications, drawings and details shall be submitted:

1. Complete signed and sealed (as required by applicable laws) plans and specifications of all plumbing work.
2. Plumbing fixture specifications including identification of the applicable referenced material standards and the maximum flow rates for the plumbing fixtures.
3. The basis for the number of plumbing fixtures provided including the occupant load used, the applicable occupancy group(s) and fixture rate(s).
4. Dimensions for bathrooms and plumbing fixture locations along with the wall and floor surface materials to be installed.
5. Site plan which indicates the routing of the sanitary, storm and water service with the burial depths for all sewers and water service.
6. Water distribution system sizing criteria and calculations.
7. Water supply and distribution piping plan showing the incoming water supply, distribution piping, pipe size, the location of water hammer arrestors and the location of all valves.
8. The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified material standards referenced in the code.
9. Drainage system piping plan showing the layout of all piping, of plumbing fixtures and the location of cleanouts.
10. Riser diagram(s) of the drain, waste and vent piping including the building drain, all horizontal branches and the connections and layout of all fixtures. Pipe sizes, direction of flow, grade of horizontal piping, drainage fixture loads and the method of venting all plumbing fixtures.
11. The location of all indirect waste connections, standpipes, grease traps and separators.
12. Complete water heater details, temperature and pressure relief valve discharge, discharge piping and pan details along with the method of supplying tempered water to required fixtures.
13. Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
14. Piping material specifications to verify compliance with the referenced material standards for all sanitary, storm and potable water piping (e.g., ASTM B88 for copper pipe), the type of joints and connections for all piping, the pipe hanger support spacing and details of anchorage and bracing.



## **ELECTRICAL PLAN REVIEW REQUIREMENTS**

Electrical Plan Reviews are based on the specified edition of the *National Electrical Code* as referenced by the *Florida Building Code* unless otherwise directed. In order to perform a thorough Electrical Plan Review, the following specifications, drawings and details shall be submitted:

1. Complete signed and sealed (as required by applicable laws) plans and specifications of all electrical work.
2. Labeling criteria of all electrical equipment.
3. Lighting floor plan including fixture locations, electrical circuits, circuit numbers, and panel locations.
4. Power floor plans including electrical circuits, wiring sizes, panel locations, working clearances and electrical room egress, disconnect switches, receptacle locations including GFCI locations and required arc fault protected circuits.
5. Exit sign/means of egress lighting location and power supply.
6. Single line diagram and panelboard schedule including AIC rating and available fault current and the calculated service load with a load distribution schedule.
7. Lighting fixture schedule.
8. Symbol schedule and diagrams.
9. Details showing the grounding electrodes, bonding of the grounding electrode system and the size of all bonding and grounding electrode conductors for the service.
10. Specifications to include requirements for:
  - a. Wire, cable, raceway and conduit with fittings.
  - b. Electrical boxes, connections, fittings and installation.
  - c. Electrical wiring devices.
  - d. Circuit and motor disconnects, and motor control centers.
  - e. Hangers and supporting devices.
  - f. Electrical identification.
  - g. Service entrance and details.
  - h. Overcurrent protection and grounding.
  - i. Switchboard and panelboards.
  - j. Transformers.
  - k. Lighting fixtures

## **ENERGY PLAN REVIEW REQUIREMENTS**

Energy Plan Reviews are based on the latest edition of the Florida Building Code “Energy” or the referenced edition of ASHRAE 90.1 unless otherwise directed. In order to perform a thorough Energy Plan Review, the following specifications, drawings and details shall be submitted:

1. Complete signed and sealed (as required by applicable laws) plans and specifications as indicated below.
2. Envelope—Architectural plans and specifications to include:
  - a. Description of uses and the proposed occupancy group(s) for all portions of the building.
  - b. Thermal performance of envelope components.
  - c. Fenestration performance details (U-factor, SC, SHGC, VLT, air leakage rates, etc.).
  - d. Fully dimensioned drawings to determine gross and net areas of all envelope components.
  - e. Details of vapor barrier and insulation installation, and air sealing methods.
  - f. REScheck, COMcheck, or ENVSTD output (where applicable).
  - g. Design conditions (interior and exterior) consistent with local climate.
3. Electrical—Complete plans and specifications of all electrical power and lighting work including:
  - a. Riser diagram(s) of the distribution system indicating:
    1. Check metering provisions for individual dwelling units.
    2. Subdivision of feeders by end use: 1, Lighting, 2, HVAC, 3, SWH & systems over 20 kW.
  - b. Lighting fixture schedule(s) depicting location, fixture lamps, ballasts, ballast specifications, fixture input watts, fixture wiring methods, power factor, etc.
  - c. Lighting plan(s) for building exteriors including total exterior Connected Lighting Power (CLP).
  - d. Lighting and power floor plans for building interiors including total interior CLP.
  - e. REScheck, COMcheck, or LTGSTD output (where applicable).
  - f. Interior and exterior means of lighting control.
  - g. Electric motor schedule including type, HP and efficiencies.
4. Mechanical—Complete plans and specifications of all mechanical work including:
  - a. Equipment type, capacity (Btuh) and efficiency (peak and part-load).
  - b. System design air flow rates (cfm).
  - c. Details of equipment/system sizing.
  - d. System and/or zone control capabilities including terminal device schedule.
  - e. Provisions for automatic setback/shutdown.
  - f. Indicate intentions or plans for systems commissioning.
  - g. Energy consumed by fans and pumps.

- h.** Economizers (air or water) including provisions for integrated control.
- i.** Duct construction and system static pressure(s), including provisions for sealing.

## **Energy Plan Review Requirements- continued-**

- j.** Duct and/or hydronic-piping lining and insulation materials.
  - k.** Provisions for air and/or hydronic system balancing.
  - l.** Boiler and water heater equipment and piping details, safety controls and distribution piping layout.
5. Service water heating (SWH)—Complete SWH specifications including:
- a.** SWH equipment data including type, capacity and efficiency.
  - b.** SWH pipe insulation, thickness, conductivity and vapor retarder (where appropriate).
  - c.** Water conservation requirements.
  - d.** Energy conservation measures for swimming pools (where applicable).

## ACCESSIBILITY PLAN REVIEW REQUIREMENTS

Accessibility Plan Reviews are based on the *Florida Building Code "Accessibility"* edition and the ICC/ANSI A117.1 standard as referenced by the applicable sections unless otherwise directed. In order to perform a thorough Accessibility Plan Review, the following specifications, drawings and details shall be submitted:

1. Complete signed and sealed (as required by applicable laws) architectural plans and material Specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.
  
2. A site plan including the following information:
  - a. Size and location of all new construction and all existing structures on the site.
  - b. Location of any recreational facilities (i.e., pool, tennis courts, etc.)
  - c. Established street grades and proposed finished grade.
  - d. Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
  
3. Architectural plans and specifications to include:
  - a. Description of uses and the proposed occupancy group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
  - b. Fully dimensioned drawings to determine areas and building height.
  - c. Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, ramps, handrails, areas of refuge, etc.
  - d. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
  - e. Accessibility provisions including but not limited to access to services, seating, dining, listening Systems, accessible fixtures, elevators, work surfaces, etc.
  - f. Accessible plumbing facilities and details.
  - g. Visual and tactile signage provided.
  - h. Details of required fire protection systems and user controls.

## Residential/Commercial Electronic Submittal Process and Required documents

(Additional construction documents shall be required on site for inspection)

All Electronic construction documents shall be submitted through our online portal; [www.clermontfl.gov](http://www.clermontfl.gov) , click on Online permitting. You must be registered as an online contractor to access the portal. To register as an online contractor , send your request to: [inspection@clermontfl.org](mailto:inspection@clermontfl.org)

[HOMEOWNERS MUST SUBMIT IN PERSON AT 685 W MONTROSE ST, CLERMONT, FL](#)

[When applying for a permit online, DO NOT CHANGE THE CONTRACTOR INFORMATION –](#)

[THE EMAIL WE HAVE ON RECORD WILL BE THE EMAIL TO RECEIVE ANY PERMIT NOTIFICATIONS.](#)

Please fill out the information requested by the system and upload the required documents and label them as indicated below.

**\*\*\*Note:** All documents must be in PDF format (zip files not accepted). Plans are required to be sealed by a Florida Design Professional, must be in PDF format with an electronic digital signature and be digitally sealed. Digital sealing may be a self-certification or use a 3<sup>rd</sup> party service, but **MUST** allow “mark-ups”/“annotations”. This allows us to place our digital approval stamp, permit # and minor notes on the plans.

Building plans shall be set to landscape orientation and combined as one PDF file.

Plans marked “Not for Construction” or similar notation will not be accepted.

If there is more than one Design Professional with digital signature, then they can upload their own plans as an attachment.

Please note: If any of the following documents are missing, the submittal will be rejected as an incomplete submittal and will not be reviewed until all documents are received. Resubmittals do not get priority and are reviewed in date order that they are received.

Also, some documents listed below may not be required based on the permit type.

Please name as listed below with the required documents in each attachment.

**Attachment 1: FOLDER WILL INCLUDE DOCUMENTS BELOW WILL BE NAMED:**

**ADMINISTRATIVE DOCUMENTS:**

1. Permit Application (signed by license holder and notarized.)
2. Power of Attorney (if someone other than license holder is signing application)
3. Top page of Energy Calculation (to be submitted to State) (if applicable)
4. Certified copy of NOC (if available at time of submittal)
5. Property record card (1<sup>st</sup> page only) or Warranty deed if recently purchased
6. Flood Elevation Certificate, if located in a Flood Zone (only for new construction SFR, or Duplexes)
7. Affidavit for Window/Doors (required only Window Door Replacement permits (not SFR permits)
8. Affidavit for Reroofs (required only for reroof only permits)

**Attachment 2 Will be NAMED: UTILITY REQUEST FORM (TOP PART OF FORM TO BE FILLED OUT) THIS IS FOR NEW CONSTRUCTION ONLY , can be found on City website**

### **Attachment 3: Will be named; REVIEW 1 SURVEY/SITE PLAN**

Site plan with digital signature survey shall include:

Dimensions of property

Location of all existing and proposed structures

Setbacks from all property lines to existing and proposed structures.

Location of all roads and right of ways (including center lines) in relation to the property.

A Directional arrow indicating North.

Impervious %

The scale used for the site plan (such as 1" =30')

Location of all natural and manmade surface waters (i.e. lakes, canals, wetlands, etc.), also indicate Mean High Water Mark & 100-year flood line.

Location of proposed and/or existing water lines and meters.

Location of driveways and sidewalks

Location of LP tanks, size, type. Distance from tank to structure. Distance form all external ignition sources, i.e. air conditioner.

**Attachment 4- Will be named: Review 1- LANDSCAPE AND IRRIGATION PLAN-** Only required for new construction Single Family and Duplex permits)

### **Attachment 5: Will be named: Review 1- FLORIDA PRODUCT APPROVAL SHEETS**

Submit a printed copy of the Florida Building Product Approval-Evaluation Report and Installation Instructions for all applicable products (windows, doors, roof, wall cladding, and et cetera: Pressures on product approval must meet or exceed those shown on plan.

- 1 Roofing Materials
- 2 Window and door materials
- 3 Structural components

. Pressures on product approval must meet or exceed those shown on plan.

### **Attachment 6: Will be named: Review 1-Energy Calculations:**

Completed form R402, R405, or REScheck

### **Attachment 7: Will be named: Review 1- Engineered Truss Package**

Signed and sealed drawings and calculations (Commercial truss must have signed and sealed truss cut sheets OR roof plan showing bar joist construction

### **Attachment 8: Will be named: Review 1- Building Plans**

Construction plans signed and sealed by Florida architect/and or Engineer that include:

1. Floor plan
2. Elevations
3. Sections and details for Architectural, Structural, Mechanical, Electrical, Plumbing systems as applicable to the project
4. Must include all applicable Design Criteria, City of Clermont Jurisdiction, Applicable codes, Location (address), Design Loads: Wind, Flood, Soils, Termite and Structural (roof, floor, Walls, Windows and Doors)
5. Shall have at least one complete building envelope tie down in section to demonstrate compliance.
6. Commercial plans must include Life Safety, Floor, Structural, mechanical, electrical, plumbing plan, as applicable to the project.
7. If a different engineer is submitting the MEP's you can up load those to a separate PDF attachment.

**Attachment 9- will be named: Building Specification Sheets:**

(for Commercial only if applicable, separate from Product approval sheets)

**Attachment 10: Will be named- Plumbing plan only- FOR COMMERCIAL PROJECT ONLY-  
Showing floor plan, fixture count, peak demand in gallons per minute**

Once Building services has completed all reviews, you will receive either a Denied or an approval notification. If your plan has been rejected, please follow the instructions for Resubmittal.

If approved, you will go back to the online system, pay all associated permit and impact fees, print your permit card, and then click on all the APPROVED ATTACHMENTS, save them to disk for Printing. All approved plans must be printed in standard 24x36 size for the jobsite with all approved supporting documents, such as energy calculations, product approval, approved site plan, etc.

A Certified copy of the Notice of Commencement is required prior to any inspection.



**RESUBMITTAL INSTRUCTIONS**  
**TO BE USED ONLY FOR PERMITS THAT INVOLVE PLAN REVIEW**

**RESUBMITTALS: BEFORE permit issued, FOR NOTED PLAN DEFICIENCY**

All RESUBMITTALS will be uploaded to the URL site listed below and labeled as follows based on the folders identified on the initial submittal and based on what you are required to resubmit.

<http://docs.clermontfl.org/forms/docsubmit>

A **Resubmittal/Revision Form** can be found on our website and is required for each resubmittal and will have its own folder and be labeled as listed below.

The Resubmittal form will include permit # and detail narrative of all changes or written response to every plan review question.

The resubmittal will be accepted only from the permit contact person to lessen the chance of conflicting corrections and permit pages of different dates being used. Upload your resubmittal to the URL site listed above.

**Example: Resubmittals will be labeled as follows: Please submit complete building plan with the changes (CLOUDED).**

Review 2- Building plans

Review 2- Energy Calculations

Review 2- Product Approval

Basically upload what the plan was rejected for, please maintain the separate folders, only label the review as Review 2, Review 3, etc.

- Please Note, Partial plans will not be reviewed, please make sure you have addressed ALL comments before resubmitting to avoid delays.
- 

Forms can be found at our website: [www.clermontfl.gov](http://www.clermontfl.gov) under Building Services, Forms.

**REVISIONS: (AFTER THE PERMIT HAS BEEN ISSUED), PLEASE SUBMIT THE REVISED PLAN COVER SHEET DESCRIBING REVISIONS BEING SUBMITTED UNDER ONE ATTACHMENT, and submit the complete set of plans with the revisions (CLOUDED) on each sheet that contains a revision.**

They will be labeled as follows: (whatever is applicable)

**Example:**

Revision 1- Building plans

Revision 1- Energy Calcs

Revision 1- Product approval

All revisions will also be uploaded the above listed URL SITE (HTTP)

## **REQUESTING INSPECTIONS**

**Please make sure to request your inspections thru the ETRAKIT online system.**

The Cut off time to request inspection for the next day is 11:00 p.m.

The cut off to cancel an inspection is 7:15 a.m. the day of the inspection.

There is a DAILY INSPECTION REPORT you can view. Go to the ETRAKIT Homepage and scroll down to the bottom of page and under INSPECTIONS, click on SCHEDULED. That will tell you which inspector will be inspecting your job. (PLEASE WAIT UNTIL 8:15AM TO VIEW)

**PLEASE DO NOT CALL THE INSPECTOR TO ASK THEM WHEN THEY WILL BE THERE. WHEN YOU HAVE 20 PEOPLE CALLING YOU, IT IS HARD TO GET INSPECTIONS COMPLETED. YOU CAN HOWEVER, TRY TO TEXT THEM.**

Bob Spears- Chief Building Inspector                      352-602-3812

Bill Colvin- Building Inspector                              352-602-3828

Alex Zigmond- Outside Contracted Inspector      727-255-9021

If you should have any problems with your inspector or inspection, please contact our Chief Building Inspector Bob Spears to discuss.

Inspections are capped at 60 inspections per day. Each inspection type counts as 1 inspection (not per address or permit #) so make sure you get your inspections scheduled as soon as possible the day before your inspection.

**\*\*\*PLEASE MAKE SURE YOU HAVE SUBMITTED YOUR CERTIFIED COPY OF THE NOC, prior to requesting any inspections as the system will not allow you to schedule without the NOC. (IF REQUIRED)**

Also, make sure all of your license and insurance is up to date as this will also prevent you from applying for permits and scheduling inspections.

If there are any outstanding fees, you will not be allowed to schedule until all outstanding fees have been paid.

## **Requesting your Certificate of Occupancy or Completion**

**Please allow 24-48 hours.**

In order to receive your CO or CC, you must have completed the following:

1. Passed all Final building and Fire inspections
2. Passed all sub permits inspections on permits such as Fire alarm, sprinklers, retaining walls, dumpster enclosures.
3. All fees must be paid on all permits INCLUDING any outstanding impact fees.
4. Site Inspections completed (OR PARTIAL) from Public Services. You will need to coordinate with Public services to make sure they have done all of their Site inspections and received all As builts, certifications, etc.
5. Landscape and Irrigation inspection must be scheduled and inspection approved.

City of Clermont  
Building Services  
Fee Schedule

1. The following fee schedule shall be used to determine fees required for the issuance of a City of Clermont building permit.
2. No refund shall be given on any permit \$100 or less unless the permit is issued in error by the City.
3. No more than 50% of building, electrical, plumbing, fire, gas, or mechanical fees shall be refunded.
4. No refund shall be given on plan review fees or administrative fees.
5. Refunds shall be released to the property owner unless otherwise stated in written notarized notification from the property owner that the refund can be released to someone else.
6. No refund shall be given on permits more than six months old from date of issuance or if construction has been started unless the permit is issued in error by the City.
7. Building permits shall become null and void if construction is not started and a valid inspection called for and approved within six months from the issue date.
8. Building permits applied for but not issued (paid for) after 90 days of approval will be null and void

**Administrative Fees: Building**

Fee Title	Fee Schedule
Zoning Clearance	\$45.00 (residential, existing commercial/misc. \$100 – New Commercial
Change of Primary Contractor	\$85.00
Change of Sub Contractor *	\$52.00
Modifying construction plans after permit issuance	\$85.00-Building \$52.00 Fire (if applicable)
Approve or Re-stamp plans after permit issuance	\$85.00 \$52.00 Fire (if applicable)
Pre-power approval forms for first 60 days	\$100.00
Temporary/CC or Stocking permit	\$180.00
Replace Building permit card	\$10.00
Fax Permits-Local/long distance	\$5.00
Extension of Permits-only 90 day extension may be granted	15% of original permit fee or \$55 whichever is greater
Permit Amendment fee-other than contractor changes	\$40.00
Special Inspection fee for after hours, weekend, and holidays	\$150.00 per hour; time calculated as departure from home to return to home
Customized reports	\$40.00 per hour, one hour minimum
Re-Inspection fees *	\$105.00 Building \$105.00 -Fire
Work without a permit	Double permit fee or \$150 whichever is greater
Tree Removal permit	\$25.00 or \$100 (work without a permit)
Contractor License Processing fee	\$35.00

Addressing Fee *	\$7.50 per address
Expedited Plan Review (if available)	\$900 (Building fee), Fire fee is \$123.00 per hour for first 2 hours plus \$79 for each addl hour.

### Residential Permit Fees- Square Footage Rate (under Roof)

Fee Title	Fee Schedule
Residential building permit (includes plan, review, initial inspections and admin fees)	\$0.35 per sq ft, \$75 minimum
Other Permit fees (under roof or impervious surface)	Residential \$-75.00 minimum
Other permit-Residential (not covered elsewhere) Includes Demolition	\$75 minimum or 2% cost of construction whichever is greater
Roofing/Reroof	\$0.05 per sq ft or minimums whichever is greater
All alterations/renovations and shell only permit	One half of the square foot rate Residential; \$75 minimum

### Other Permit Fees

Fee Title	Fee Schedule
Aluminum Construction	\$0.25 per sq ft; \$75 minimum, if this is a Commerical project add Fire fee \$0.20 sq ft; 75 minimum
Pool Enclosure	\$0.12.5 per sq ft; \$75 minimum, <b>If this is a commercial project, add Fire review fee of ½ the aluminum rate or \$75.00 minimum</b>
Greenhouse Building	\$75.00 minimum (including roofing) <b>If this is a commercial property add Fire fee of \$0.013 sq ft; \$164.00 minimum</b>
Plumbing Permit fees	\$0.05 per square foot; \$75 minimum
Solar Pool Heating System	\$75.00 minimum
Plumbing Warehouses	½ plumbing rate; \$75 minimum
Gas piping/fixtures	\$0.05 per square foot; \$75 minimum
Electrical Permit fees	\$0.05 per square foot; \$75 minimum
Electrical for Warehouses	½ electrical rate; \$75 minimum
Individual Basis-Each service installation	\$115.00

Photovoltaic system (Residential)	\$305.00 includes building & electric fee
Each distribution/sub panel/disconnect new or replacement	\$115.00 each
Mechanical permit fees	\$0.05 square foot; \$75 minimum
Mechanical (Roof Top units) Installation/Replacement	\$150.00 per unit; if over 2,000 CFM (over 5 tons) <b>Fire review fee is \$150 minimum</b>
Mechanical-Warehouse	½ mechanical rate; \$75 minimum
L/P and Natural Gas (up to 125 gallons)	\$165.00 Building fee; <b>(add \$130.00 for fire fee if greater than 125 gallon tank.</b>
Fuel Storage-Commercial	Bldg fee \$165.00; Fire fee \$209.00
Paint Booth- Commercial	Bldg fee \$165.00; Fire fee, \$200 minimum or 1.3% cost of construction; whichever is greater
Shed (aluminum, wood, other)	\$0.25 per square foot; \$75 minimum. <b>(if commercial shed, add \$0.20 per square foot; \$75 minimum for Fire fee</b>
Fence	\$40 per 300 linear foot (for commercial fences, add \$32 per linear feet for Fire fee)
Life Safety Inspection	<b>Bldg fee</b> \$75.00; <b>Fire</b> , \$0.013 per square foot; \$103 minimum
Change of Building Use/Occupancy *	<b>Bldg fee</b> \$125.00 ; <b>Fire fee:</b> \$125.00
Marine- Residential	\$0.25 per square foot; \$75 minimum
Marine- Commercial	<b>Building fee:</b> \$0.25 sq ft; \$150 minimum & <b>Fire fee:</b> \$0.013 per square foot; \$150 minimum
Roofing/Reroof	\$0.05 per square foot or \$75 minimum, whichever is greater
Foundations	Residential: \$0.05 per square foot or \$75 minimum, whichever is greater Commercial: \$0.05 per square foot or \$150 minimum, whichever is greater

### Swimming Pool Permit fee

Fee Title	Fee Schedule
Spa (includes electrical, plan review, plumbing and gas	\$125.00
Private above ground swimming pool (includes electric, plumbing, gas & plan review	\$110.00
Private In-Ground swimming pools (includes electric, plumbing, gas & plan review	\$370.00
Commercial swimming pools, (includes electric, plumbing, gas & plan review)	\$515.00

### Mobile Homes

Fee Title	Fee Schedule
Pre-Mobile Home setup- Health, safety and structural inspection prior to used mobile home setup (pertains to used mobile homes)	\$165.00
Manufactured homes permit fees- Manufactured home permit includes set-up, electric, plumbing & mechanical	Building fee \$445.00 For commercial MH, add \$0.013 per square foot; \$164 minimum
Fees for additions to Manufactured homes shall be calculated the same as building permit fee / aluminum permit fee rate	\$0.35 per sq ft residential \$0.25 per sq ft aluminum \$75.00 minimum
Modular Home permit fees	Same as Manufactured Homes
Modular Building, DCA approved	Same as Manufactured Homes

### Sign Permit Fees

Permit fees (for issuing each sign)	\$125.00
Permit fees (with electric)	\$165.00
In addition: Wall hung signs	\$0.40 per square foot per side
Free Standing Signs	Building fee \$0.65 per square foot per side, plus: Fire fee of \$105.00

### Commercial Permit fees (under roof)

Commercial, Building permit (includes plan review, initial inspection, administrative)	Building fee : \$0.50 per square foot; \$150 minimum Fire fee: \$0.013 per square foot; \$164 minimum
Warehouses: 0 to 400,000 sq ft	Building fee- \$0.20 sq ft; \$150 minimum, Fire Fee-\$0.013 per sq ft; \$164 minimum
Warehouses: 400,001 plus sq ft	Building fee- \$0.15 per sq ft; \$150 minimum Fire fee- \$0.013 per sq ft; \$164 minimum
Institutional	Building fee: \$0.50 per sq ft; \$150 minimum Fire fee: \$0.013 per sq ft; \$164 minimum
Other Permit items (under roof or impervious surface)	Building fee- \$150 minimum Fire fee- \$150 minimum
Other Permits-Commercial hoods, walk in coolers, retaining walls, site lighting,	Building fee- \$200 minimum or 2% cost of construction, whichever is greater Fire- \$150 minimum (others)

demolition, generators, others not covered elsewhere	Fire- \$96.00 (generators)
All Alterations/Renovation and Shell only permits*	Building Fee- \$0.25 square ft; \$150 min Fire Fee- \$0.25 square ft, \$150 min.

**Permit Renewal Fees**

**When renewing a building permit the following percentage shall be used for the purpose of calculating the building fee. The percentage represents the work NOT yet completed.**

If the first inspection was never made-renewal must be at full current value	100%
Slab inspection approved and slab poured	80%
Lintel inspection approved	60%
Framing and Rough All inspections approved	40%
Insulation inspection passed	20%
For Final inspections only	10%
Electrical, plumbing & mechanical permits renewal fees	Renewal for sub permits shall be the minimum permit fee \$75.00

**Fire Fees Administrative:**

Contractor Initial Registration	\$52.00
Change of Primary Contractor *	\$85.00
Change of Sub Contractor	\$52.00
Modifying construction plans after permit issuance	\$52.00
Approve or Re stamp construction plans after Permit issuance	\$52.00
Replace Fire Permit Card	\$6.00
Extensions of permit-only 90 day extension may be granted	13% of original permit fee or \$55, whichever is greater
Permit Amendment fee-other than Contractor changes	\$34.00
Resubmittal of construction plans *	\$85.00
Special Inspection fee for after hours, weekend, or holidays	\$123.00 for the first 2 hours plus \$79 for each additional hour
Customized reports	\$32 per hour; 1 hour minimum
Work without a permit	Double permit fee or \$128 whichever is greater



**Fire Inspection Fees**

Re-inspection fee	\$105.00
Courtesy/Pre Final	\$105.00
Requested Fire Inspection/Consult	\$105.00
Food Truck Vendor	\$45.00 per 6 months
Fire Hydrant Flow Test	1-5 hydrants; \$128; each additional group of 1 to 5 hydrants: \$64- reinspection per group of 1 to 5 hydrants \$64.00
Licensure Fire Inspection	\$0.013 per square foot; \$103 minimum
Fire Alarm Monitoring (renewed annually)	\$130.00
Commercial Occupancy Fire Inspection	\$0.013 per square foot; \$103 minimum
Hazardous Materials Storage (EPCRA)	\$209.00

**Fire permit Fees**

Build out/remodel	\$314.00
Fire Damage/Repair	\$314.00
Firewall/Penetration/Damper	\$314.00
Fire Alarm Systems	\$0.013 per square foot; \$246 minimum
Fire Alarm Modification (up to 10 devices)	\$314.00
Fire Alarm Mod(greater than 10 devices not to exceed 30)	\$444.00
Low Voltage/Egress	\$96.00
Hood /Duct, hood light/smoke	\$184.00
Fire Sprinkler System	\$0.013 per square foot; \$348 minimum
Fire Sprinkler System Modification (up to 10 heads)	\$314.00
Fire Sprinkler System Modification (greater than 10 heads not exceed 30)	\$444.00
Fire Sprinkler system Residential	\$0.013 per square ft; \$82 minimum
Fire Suppression (Wet/Dry)	\$209.00
Fire Protection System Plans (Hanlon and other specialty systems)	\$314.00
Standpipe	\$628.00
Underground Fire line (includes line flush, underground hydro, and visual)	\$233 for the first 200 linear ft plus \$65 for each additional 200 linear feet
Gated Entry Systems (residential and commercial) per gate	\$130.00
Tank	\$209.00

Hazardous Operations	\$209.00
Fireworks and Pyrotechnics Display	\$314.00
Tent (greater than 900 square ft)	\$130.00

**Other Fire Fees**

Special Events	Handled on a case by case basis. Typically requires 3 personnel at \$30 per hour; minimum 3 hours
Crowd Management	Handled on a case by case basis. Typically requires 3 personnel at \$30 per hour; minimum 3 hours
Sparkler Sales Fee (per location)	\$105.00