



CONSTRUCTION PERMIT APPLICATION

GROWTH MANAGEMENT DEPARTMENT
201 S.E. 3rd Street (Second Floor), Ocala, FL 34471
email permits to building@ocalafl.gov or online at
<http://crwtrakit.ocalafl.org/eTRAKiT3/> (registered contractors only)
Phone: (352) 629-8421

At the time of plan submittal, a site plan in compliance with section 107.2.6, of the Florida Building Code will be required. With the submittal of plans, the compliance of natural drainage and finish drainage must be shown.

PERMIT TYPE: (BLD) (ELEC) (PLMB) (HVAC) (GAS) (SITE) (ALARM) (OTHER-_____)

RESIDENTIAL OR COMMERCIAL _____ OCCUPANCY CLASSIFICATION _____ CONST TYPE _____

SUB TRADES involved with this project (mark all that apply): HVAC ELEC PLM GAS

(Subcontractors are required to obtain their own permit after the master permit has been issued.)

PROJECT NAME: _____ **PARCEL ID:** _____

LOCATION: _____ **BLDG #** _____ **UNIT #(S)** _____
Street Number Street Name

MASTER PERMIT NUMBER: _____ **Subdivision** _____ **Lot** _____ **Block** _____

Property Owner: _____	Phone # _____
Owner Email (print clearly): _____	Fax # _____
Mailing Address: _____ <i>Street Address City State Zip</i>	
Contractor Name: _____	Contact Name: _____
Contractor's License #: _____	Phone # _____
Contractor Email (print clearly): _____	Fax # _____
Mailing Address: _____ <i>Street Address City State Zip</i>	
Architect / Engineer: _____	Contact Name: _____
A/E Email (print clearly): _____	Fax # _____

****ELECTRONIC PLAN SUBMISSION REQUIRED – ACCOUNT INFORMATION****

The applicant will have all permissions to access comments, markups and uploading of files into the project, and is responsible for making changes to plans based on review comments.

Applicant's email address will be used as the login ID to access your account in our ePlans system.

Applicant Name: _____ **Phone:** _____

Applicant Email Address: _____

Submittal Notes: Each sheet of the plan set shall be uploaded as a single file. Revised drawing files are required to retain the same file name as when initially submitted. Stamped, approved plans must always be on the job site for inspections.

Applicants may add others to the project in either the Applicant or Public Inquiry groups.

CAUTION: Adding others to the applicant group allows the permission to accept and complete tasks.

EXISTING/PREVIOUS USE: _____ **PROPOSED USE:** _____

SCOPE OF WORK:

DESCRIPTION OF IMPROVEMENT

New: Sq Ft _____ Alteration/Repair Pool / Spa Hazardous Materials **TOTAL JOB VALUE \$** _____
 Addn: Sq Ft _____ Foundation Only Retaining Wall (Must include material and labor; material supplied by owner shall be included)

ALL PERMITTING FEES ARE NON-REFUNDABLE

How to Complete the Permit Application

- **Permit Type:** Select the type of permit being applied for. If not in the list, enter type under Other
- Is the property **Residential or Commercial** use?
- **Occupancy Classification/Building Type:** this information can be found on the building plans, usually on the first page
- **Sub Trades:** Mark which trades will be involved for the project.
- **Project Name:** Enter the name of the business the work is being done for or the homeowner's name
- **Parcel ID:** this is the parcel identification number for the property, found on your property tax bill.
- **Location:** Enter the current address, or leave space blank and follow the instructions and submit the Address Request application. Include building number and unit number, if applicable.
- **Master Permit #:** Enter the site plan or building permit for this job if one exists
- **Property Information** – Fill in all blanks in this section
- **Property Owner of Record:** Enter who the current property owner is. If it has been recently sold, we will need a copy of the Special Warranty Deed.
- **Daytime Phone number/ mailing address:** phone number and mailing address of property owner
- **Subdivision/Lot/Block/Unit/Section/Township/Range:** Enter information from the property's legal description
- **Contractor** – Fill in all blanks in this section
- **Architect/Engineer** – Fill in all blanks in this section for the person responsible for the drawings.
- **Contact Person for plan review:** Enter name, phone, and email for the person that can answer technical questions.
- **Electronic Plan Review: Please fill out this section in its entirety for electronic plan review via Projectdox/ePlans.**
- **Use:** List what the building is/was used for and what is being proposed.
- **Scope of Work:** Describe the work being done. If needed, attach a separate form for scope of work.
- **Description of Improvement:** Enter square footage under new or additional and mark what type of improvement.
- **Total Job Value:** Excluding the lot, what is the job value of the work to be performed? Must include labor and materials in your cost, whether a contractor or homeowner is doing the work.
- **Building Classification:** Select how this building is classified
- **Number of Stories:** Fill in the number of floors
- **Flood Zone:** Access city maps at www.ocalafl.gov to check to see if your property is in a flood zone.
- **Existing Building:** Mark what type of construction
- **Application Checklist items:** Initial all that apply to ensure that all items are being submitted.
- **HVAC SEER2 rating:** If mechanical work is to be done, enter the SEER rating of the equipment being installed.

Page 3 – Signatures – The Owner and Contractor signatures need to be completed before a Notary Public. All Building permit technicians are notaries and will provide this service for you at no cost.

Owner/Agent Electronic Submission statement – The owner (or agent representing the owner) needs to sign this section when submitting plans electronically. If you have selected a contractor, the contractor also needs to sign this section.