



Building Code Compliance Office

Contractor Training

BCCO Email Addresses

- ***BuildingCode@ocps.net***
 - General correspondence
 - Canceling inspections
 - Adding/removing inspection steps
 - MyGov Account questions/updates
 - Licenses and proof of workers compensation insurance certificate

- ***BCCOPlans@ocps.net***
 - Submitting construction documents (permit number & site name must be referenced)
 - Submission for “Items Required”
 - Permit scope revision requests

**FULL PERMIT NUMBER AND SCHOOL/SITE NAME
MUST BE REFERENCED IN EMAIL SUBJECT LINES**



BCCO Website



[BuildingCodeCompliance.ocps.net](http://www.BuildingCodeCompliance.ocps.net)





QUICK LINKS

MyGov Login	Florida Building Codes	Training and Event Calendar	
Facilities Office	Environmental Compliance	OCPS Office of the Fire Marshal	

Departments

- > [Building Code Compliance Office](#)
- [Contractors and Vendors](#)
- [OCPS Schools and Facilities](#)

Building Code Compliance Office

6501 Magic Way, Bldg.100C
Orlando, FL 32809
407.317.3700

[Orange County Public Schools / Departments / Building Code Compliance Office](#)



The **Building Code Compliance Office** is responsible for construction and maintenance permit issuance, plan reviews, and inspections at OCPS.

- All inspection requests must be submitted by **3:00pm** the day before the inspection is needed. A detailed description of the work to be inspected and the date the inspection is being requested for **MUST** be included in the inspection notes.
- Permit number and school/facility name must be referenced in all emails. Permit number is issued after the permit application is reviewed and accepted in MyGov.
- Use the Training and Event Calendar quick link to view and register for available training sessions.

PERMITTING

[MyGov Registration Request](#)

[BCCO Permit Application \(Current 7th Edition 2020 FBC\)](#)

IN THE NEWS:

[Media Monitoring - Virtual Building Inspections](#)

FORMS:

[Electrical Panel Torque Sheet](#)

[Survey Form](#)

REPORTS:

[Approved Plan Review and Passed Inspections](#)

[How can we improve inspection results?](#)

BCCO Website

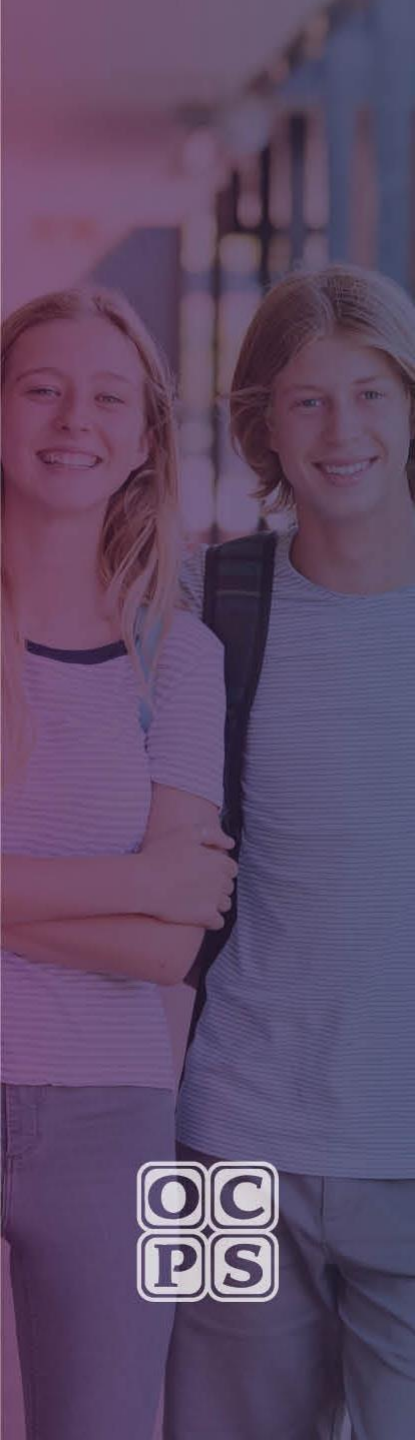
Helpful Links

Permitting

Inspections

Information & Forms

Contractors Corner



BCCO Permit Application



Building Code Compliance Office
 6501 Magic Way, Building 100C
 Orlando, FL 32809
 Phone# 407-317-3794 Fax# 407-317-3950
 Website - [Building Code Compliance Office](http://BuildingCodeComplianceOffice.com)
 Email - BuildingCode@ocps.net

PERMIT APPLICATION

PERMIT # _____ (To be entered by BCCO) Code Date: 7th Edition 2020 FBC

Master Permit# _____ Application Date _____
 Proposed Occupancy: Educational (E)
 Proposed Use: Assembly (A) Business (B) Educational (E) Storage (S) Utility (U)
 Permit Type: Building Plumbing Mechanical Electrical Site Portable Canopy Demo
 Irrigation Roofing Sign Gas Fence Low Voltage Playground Sidewalk

Facility Name _____
 Facility Address _____
 Facility Owner Orange County Public School Board
 Contractor Name _____ Phone # _____ E-mail _____
 Contractor Address _____ Fax# _____
 Contractor FL State License or Registration Number _____ Expiration Date _____
 Architect Name _____ Phone# _____
 Architect Address _____
 Engineer Name _____ Phone# _____
 Engineer Address _____

Options: Removal Threshold Building

→ I CERTIFY THAT NO WORK/INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT.

CONTRACTOR'S AFFIDAVIT

I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS AND CODES REGULATING CONSTRUCTION AND ZONING, AND THAT THE STRUCTURE SHALL BE CONSTRUCTED PER THE STATE OF FLORIDA CODES.
 I UNDERSTAND THAT A SEPARATE PERMIT WILL BE REQUIRED FOR ELECTRIC, PLUMBING, MECHANICAL, FIRE SPRINKLER, FIRE ALARM, SIGNS, FENCES, ETC.

CONTRACTOR'S SIGNATURE _____ Date _____
 The foregoing instrument was acknowledged before me this _____ day of _____, 20____
 By _____ who is personally known to me or has produced identification and who DID/DID NOT take on oath.
 My Commission Expires: _____
 Notary Public Signature (Stamp Below) _____

Required if no Master Permit is listed above

OCPS OWNER AGENT SIGNATURE

SIGNATURE _____ DATE _____
 PRINT NAME _____ TITLE _____
 B14 Capital Renewal District Capital
 Other

Do not write below this line

Building Official Approval _____ Date _____

REQUIRED INFORMATION

VALUE OF WORK \$ _____ TOTAL SQUARE FOOTAGE _____
 NUMBER OF STORIES _____ TOTAL IMPERVIOUS SQUARE FEET _____
 CONSTRUCTION TYPE _____

BRIEF JOB DESCRIPTION INCLUDING BUILDING NUMBER(S)

DOCUMENT CHECKLIST

Permit number and school/facility name must be referenced in all emails. Permit number is issued after application is reviewed and accepted in MyGov.

- Original Permit Application: With notarized Contractor's Signature to be uploaded into MyGov at time of project request.
- Contractor License: Only required if MyGov shows as expired. (Email to BuildingCode@ocps.net)
- Proof of Workers Compensation Ins: Only required if MyGov shows as expired. (Email to BuildingCode@ocps.net)
- Site Plan: Showing entire campus and location of proposed work. (Email to BCCOPlans@ocps.net)
- Safety Plan: Site and Contractor Specific on student and staff occupied sites describing separation of construction with students & staff. (Email to BCCOPlans@ocps.net)
- Plans and Specifications:
 1. New and Comprehensive Projects (2 COMPLETE SETS signed & sealed) (Shop drawings, submittals and all project construction documents to be submitted through the designer to the OCPS FTP Site)
 2. Existing facilities projects shall have the plans and submittals sent electronically to bccoplans@ocps.net
- Energy Calculations: As required, 3 sets signed and sealed by the designer plus one electronic set.
- Threshold Inspection Plan: If Threshold or EHPA Building.
- OCPS Owner Agent Signature and Project Type Check Box: Required for all permit applications that do not reference a Master Permit Number.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

*Orange County Public Schools are exempt from Notice of Commencement for requirement by Florida Statute 713.135

NOTE: THIS FORM MAY BE COPIED BUT SHALL NOT BE ALTERED IN ANY WAY.



Fire Permit Application



Building Code Compliance Office
 6501 Magic Way, Building 100C
 Orlando, FL 32809
 Phone# 407-317-3794 Fax# 407-317-3950
 Website - [Building Code Compliance Office](http://BuildingCodeComplianceOffice.com)
 Email - BuildingCode@ocps.net

FIRE PERMIT APPLICATION

PERMIT # _____
(To be entered by BCCO)

Code Date: 7th Edition FFPC

Master Permit# _____ Application Date _____

Proposed Occupancy: Educational (E)

Proposed Use: Assembly (A) Business (B) Educational (E) Storage (S) Utility (U)

Permit Type: Fire Alarm Fire Hydrant Fire Pump Fire Road Fire Site Underground Fire Sprinkler Fire Suppression
 Kitchen Hood Fire

Facility Name _____
 Facility Address _____
 Facility Owner Orange County Public School Board
 Contractor Name _____ Phone # _____ E-mail _____
 Contractor Address _____ Fax# _____
 Contractor FL State License or Registration Number _____ Expiration Date _____
 Architect Name _____ Phone# _____
 Architect Address _____
 Engineer Name _____ Phone# _____
 Engineer Address _____

Options: Removal Threshold Building

I CERTIFY THAT NO WORK/INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT.

CONTRACTOR'S AFFIDAVIT

I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS AND CODES REGULATING CONSTRUCTION AND ZONING, AND THAT THE STRUCTURE SHALL BE CONSTRUCTED PER THE STATE OF FLORIDA CODES.

I UNDERSTAND THAT A SEPARATE PERMIT WILL BE REQUIRED FOR ELECTRIC, PLUMBING, MECHANICAL, FIRE SPRINKLER, FIRE ALARM, SIGNS, FENCES, ETC.

CONTRACTOR'S SIGNATURE _____ Date _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
 By _____ who is personally known to me or has produced identification and who DID/DID NOT take an oath.

Notary Public Signature (Stamp Below) _____ My Commission Expires: _____

Required if no Master Permit is listed above
 OCPS OWNER AGENT SIGNATURE

SIGNATURE _____	DATE _____
PRINT NAME _____	TITLE _____
<input type="checkbox"/> B14 <input type="checkbox"/> Capital Renewal <input type="checkbox"/> District Capital <input type="checkbox"/> Other	

Do not write below this line

Building Official Approval _____ Date _____

REQUIRED INFORMATION

VALUE OF WORK \$ _____ TOTAL SQUARE FOOTAGE _____

NUMBER OF STORIES _____ TOTAL IMPERVIOUS SQUARE FEET _____

CONSTRUCTION TYPE _____

BRIEF JOB DESCRIPTION INCLUDING BUILDING NUMBER(S)

DOCUMENT CHECKLIST

Permit number and school/facility name must be referenced in all emails. Permit number is issued after application is reviewed and accepted in MyGov.

- Original Permit Application: To be uploaded to MyGov at time of project request.
- Contractor License: Only required if MyGov shows as expired. (Email to BuildingCode@ocps.net)
- Proof of Workers Compensation Ins: Only required if MyGov shows as expired. (Email to BuildingCode@ocps.net)
- Site Plan: Showing entire campus and location of proposed work. (Email to FHS.FTP@ocps.net)
- Safety Plan: Site and Contractor Specific on student and staff occupied sites describing separation of construction with students & staff. (Email to FHS.FTP@ocps.net)
- OCPS Owner Agent Signature and Project Type Check Box: Required for all permit applications that do not reference a Master Permit Number.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

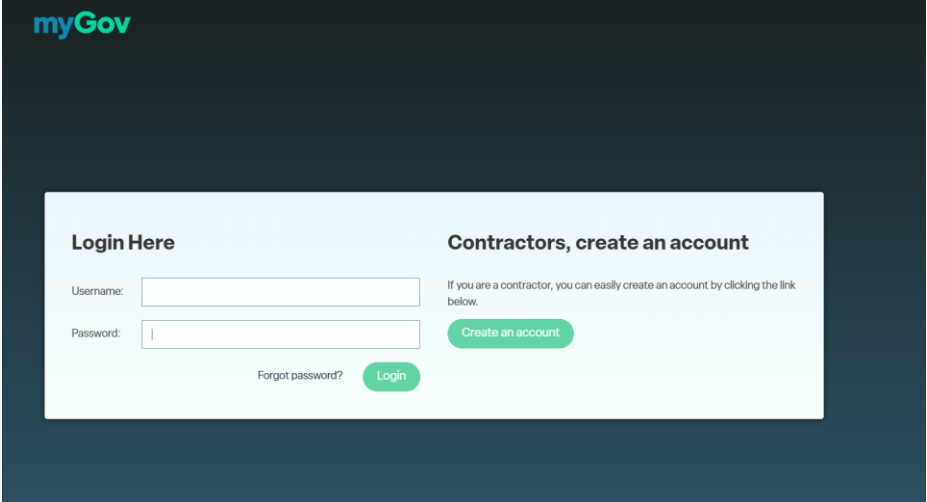
*Orange County Public Schools are exempt from Notice of Commencement for requirement by Florida Statute 713.135

NOTE: THIS FORM MAY BE COPIED BUT SHALL NOT BE ALTERED IN ANY WAY.



MyGov Permit System

- The BCCO uses MyGov online permitting system
- The license holder must submit a “*MyGov Registration Request*” if not already registered (form available on BCCO website)
- MyGov Website: [MyGov.us](https://www.mygov.us)



The screenshot shows the MyGov website interface. At the top left, the "myGov" logo is displayed in green. Below the logo, there are two main sections: "Login Here" and "Contractors, create an account".

Login Here

Username:

Password:

[Forgot password?](#)

Contractors, create an account

If you are a contractor, you can easily create an account by clicking the link below.



Work With No Permit

105.1 Required.

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and **obtain the required permit.**



Construction Trailers

- Permits are not required for the installation of construction trailers or cargo containers used as construction offices
- Permits are required for the connection of utilities to these trailers (*including generators*)



Safety Plan

- The master permit holder's safety plan covers all subcontractors on the jobsite
- Safety Plan shall be per FBC 453.6.1



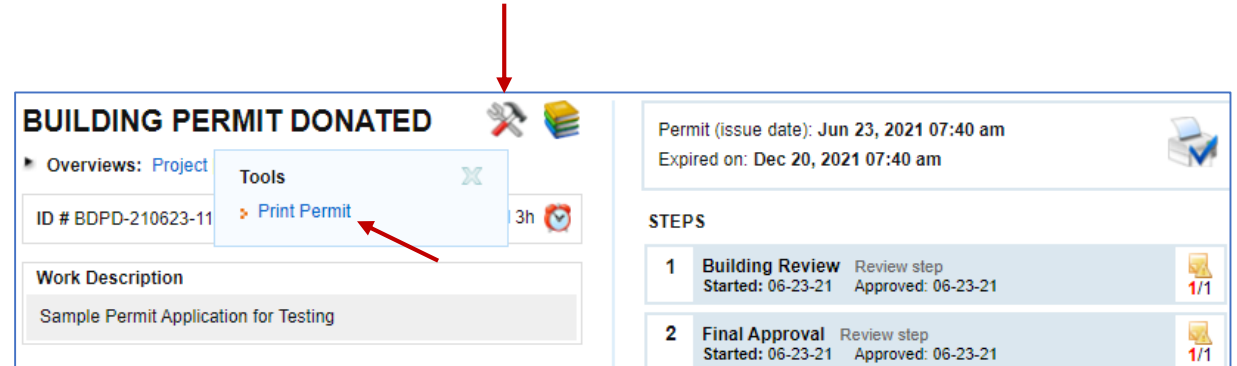
Re-Review Fees

Re-review fees applied at 2nd re-review (Based on value of work)

❖ \$0 - \$25,000	\$32.00
❖ \$25,001 - \$50,000	\$54.00
❖ \$50,001 - \$100,000	\$106.00
❖ \$100,001 - \$500,000	\$212.00
❖ \$500,001 - \$1,000,000	\$318.00
❖ \$1,000,000 - \$2,000,000	\$424.00
❖ Over \$2,000,000 -	\$424 + \$11.00 per each additional \$100,000

Printing Permits

Once all plan reviews are complete and the permit is issued, it may be printed using the “Tools” icon in MyGov.



BUILDING PERMIT DONATED

Permit (issue date): Jun 23, 2021 07:40 am
Expired on: Dec 20, 2021 07:40 am

Overviews: [Project](#)

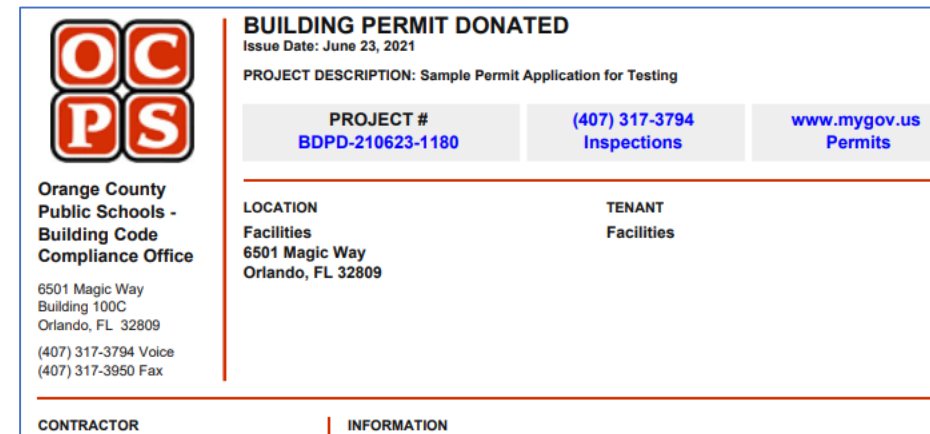
Tools
Print Permit

ID # BDPD-210623-11

Work Description
Sample Permit Application for Testing

STEPS

1	Building Review	Review step Started: 06-23-21 Approved: 06-23-21	1/1
2	Final Approval	Review step Started: 06-23-21 Approved: 06-23-21	1/1



BUILDING PERMIT DONATED
Issue Date: June 23, 2021
PROJECT DESCRIPTION: Sample Permit Application for Testing

PROJECT # BDPD-210623-1180	(407) 317-3794 Inspections	www.mygov.us Permits
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Orange County Public Schools - Building Code Compliance Office
6501 Magic Way Building 100C Orlando, FL 32809
(407) 317-3794 Voice
(407) 317-3950 Fax

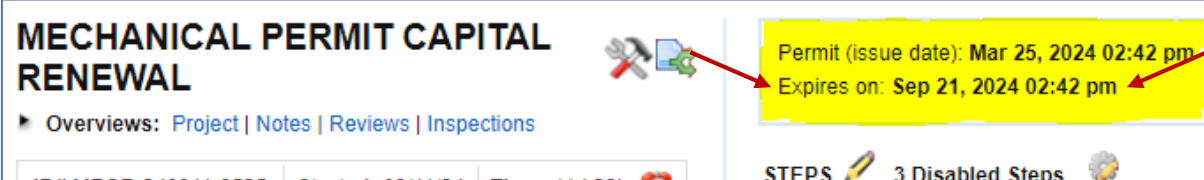
LOCATION: Facilities, 6501 Magic Way Orlando, FL 32809
TENANT: Facilities

CONTRACTOR | INFORMATION



Permits Expiration

FBC 105.4.1 – Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a permit of 6 months after the time the work is commenced.



The screenshot shows a software interface for a permit titled "MECHANICAL PERMIT CAPITAL RENEWAL". It includes navigation links for "Project", "Notes", "Reviews", and "Inspections". A yellow callout box highlights the permit's issue date as "Mar 25, 2024 02:42 pm" and its expiration date as "Sep 21, 2024 02:42 pm". At the bottom, it indicates "3 Disabled Steps".

MECHANICAL PERMIT CAPITAL RENEWAL

Permit (issue date): Mar 25, 2024 02:42 pm
Expires on: Sep 21, 2024 02:42 pm

Overviews: [Project](#) | [Notes](#) | [Reviews](#) | [Inspections](#)

ID# MPCR-240211-0525 Started: 02/11/24 Time: 11d 22h

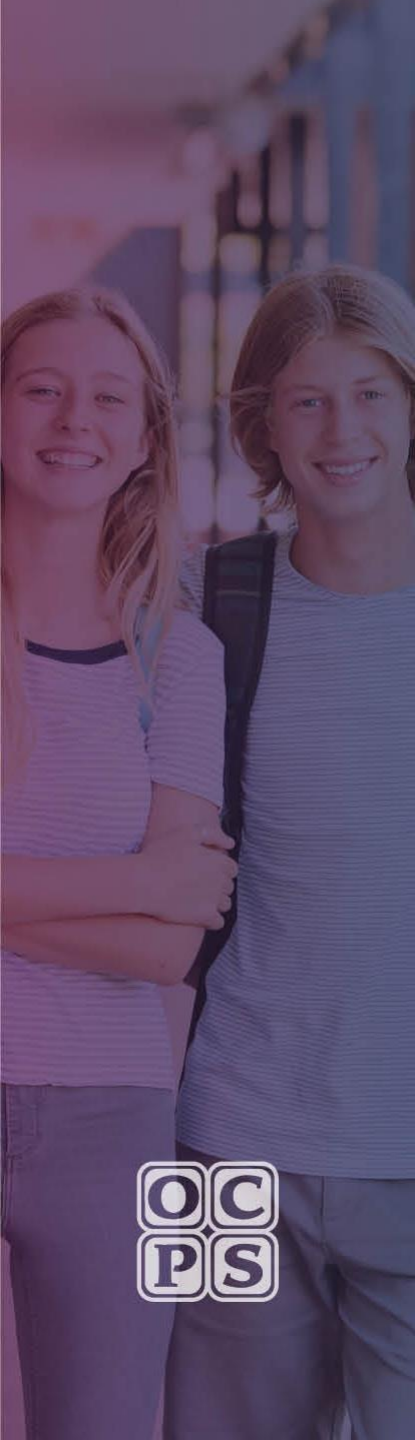
STEPS 3 Disabled Steps



Inspections: Be Prepared



- All approved construction documents must be on site for all inspections
- Any deviations from the original approved documents must have a BCCO approval stamp prior to inspection



Inspections: Requests

- All requests and notes must be submitted via MyGov no later than 3:00 pm the day prior to the date you are requesting the inspection for
- The note shall indicate the date that you want the inspection performed and specific details for what is to be inspected (*including bldg. and room numbers, etc.*)
- If concrete is to be placed be sure to request your inspection well in advance (*we can not guarantee inspections on the same day prior to concrete arrival*)



Inspections: ETA

- The BCCO does not accommodate specific times for inspections, nor am or pm
- You may request an ETA, by specifically including *“Please call with an ETA”* in your note
- You must include a valid name and phone number*
- Early morning on the day of inspection, an inspector will call the number listed to advise their 2 hour window for your inspection; you must answer or we will be forced to cancel your inspection

* WE RECOMMEND MORE THAN ONE CONTACT



Inspections: Partial

- If you request an inspection for a portion of the scope of work and will need additional inspections of its kind, the note should state *“partial inspection”*
- If the inspection passes, it will be resulted as a *“Partial Pass”*. This will leave the inspection open for additional requests.
- When the last inspection of its kind is requested, the note should state *“final inspection of this kind”* or *“final inspection for this step”*.
- If a step is open and you believe all work has been inspected, you can request the inspection and add the statement *“I (enter license holders name) attest to: All associated work with this step has been completed, inspected, and passed. Please close step.”* We will review the request and the step will be closed unless we feel additional inspections are required.



Inspections: Electrical Pre-Power

- Electrical pre-power inspections are only required when the utility provider must energize a system.
- When the electrical pre-power inspection is requested, a *Request for Electrical Power* form must also be uploaded in the request. A torque inspection must also be requested.
- The *Electrical Request for Power* form must also be emailed to the BCCO.
- Once all inspections have passed the BCCO will issue a *Power Release Authorization* to the utility provider.



Inspections: MyGov

After adding your note, click “*Request Inspection*” then click “*Set*”.

DO NOT change “*Ready Now*” date.

The 'Add Note' form contains the following fields and controls:

- Title:** A text input field with the placeholder text "Type in the note's title".
- Description (body):** A large text area for the note's content. A red arrow points to this field.
- Images:** A section with a "Choose Files" button, the text "No file chosen", and a "webcamera" icon.
- Documents:** A section with a "Choose Files" button and the text "No file chosen".
- Location:** Three dropdown menus labeled "--Select Floor--", "--Select Area--", and "--Select Place--".
- Buttons:** "Save" and "Cancel" buttons at the bottom. A red arrow points to the "Save" button.

This section shows the final steps of the inspection request process:

- A blue button labeled "Request Inspection" with a red arrow pointing to it.
- Below it, the text "Ready Now: Mar 30, 2023 at 12:46 pm CDT" followed by a blue link "(edit date)" that has a red 'X' over it.
- At the bottom, two buttons: "Set" (highlighted with a red arrow) and "Cancel".

(SEE DEMONSTRATION)



Inspections: Additions

- If you would like to add more to an inspection or add another inspection type on the day of your inspection, you must ask the inspector when they arrive on site
- If the inspector's schedule allows and they agree to the addition, you will need to add a new note (request if a different type of inspection) with the additional details
- After adding the note in MyGov, email our office to inform us of the additional inspection (provide the permit number, school/site name, and added inspection details)

NOT ACCEPTABLE AT THIS TIME.



Inspections: Cancellations

- To cancel an inspection you must request the cancellation via e-mail to BuildingCode@ocps.net
- You may request a cancellation of all or a portion of the requested inspection
- **ALL** requests for cancellations must be received prior to the inspector arriving on site, no exceptions.



FULL PERMIT NUMBER AND SCHOOL/SITE NAME MUST BE REFERENCED IN EMAIL SUBJECT LINES

Inspections: Failures

- Failed inspections are subject to a fee
- A re-inspection of failed work cannot be requested until the re-inspection fee is paid
- Fees are payable by credit card via MyGov



(SEE NEXT SLIDE FOR FEES)



Inspections: Fees

- **1st re-inspection: \$50.00**
- **2nd re-inspection: \$150.00**
- **3rd or more re-inspection: \$300.00**

The fees for the 2nd and 3rd re-inspections is for a single inspection that fails again for the 2nd or 3rd time.



Permit: Completion

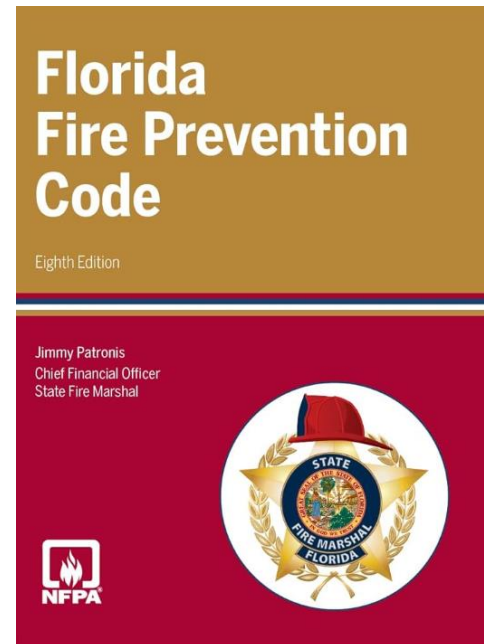
Once all inspections receive a *“Full Pass”* you will be able to request either a *“Certificate Of Construction Completion”* or *“Certificate of Occupancy”*

- **Certificate of Construction Completion:**
Must be requested via *“Certificate of Construction Completion”* step in MyGov. Our office will process the request and email the COCC to the email address on file
- **Certificate of Occupancy:**
“Request for Certificate of Full (CO) Form” (available on the BCCO website) must be filled out. The completed form and all supporting documentation must be uploaded to the *“Certificate of Occupancy”* step in MyGov when requested. The completed form and all supporting documentation must also be emailed to the BCCO office. Our office will process the request and upload the CO to the MyGov step so it may be downloaded by the permit holder



New Florida Codes

- 2023 Florida Building Code; 8th Edition
- 2023 Florida Fire Prevention Code
- Available for purchase at shop.iccsafe.org



BCCO Guidelines

Architects, CMs, PMs: Please take immediate note of the below guidelines recently issued by the BCCO.

- ✓ Moving forward, BCCO has indicated TCOs will be issued for extenuating circumstances only.
- ✓ Likewise, at Substantial Completion, the District's expectation will be that CM has completed all contract SOW and Full CO has been issued.
- ✓ However, under extenuating circumstances, when TCOs are necessitated and issued, the open permits shall be used to complete only the conditions listed on the TCO.
- ✓ After occupancy is granted, if additional SOW is added (above and beyond conditions of TCO), new permits will be required. New permits shall not reference the original master permit.
- ✓ The practice of AEs adding SOW (after occupancy) via Bulletins, PRs, or ASIs (which reference the previous project documents) will no longer be allowed.
- ✓ For new permits (after occupancy), stand-alone design documents must be produced.
 - Any and all documents produced by a registered design professional must be stand-alone, signed and sealed documents, not referencing the previous project documents.
 - If there is no indication the documents were produced by a registered design professional (i.e., no title block), signed and sealed documents will not be required; however, BCCO is not endorsing the practice of PMs or contractors extracting excerpts from original contract documents for the use of pulling new permits for additional SOW post-occupancy.
 - New permits must include:
 - Site plan (this can be google map or aerial with arrow indicating location of work limits)
 - Details of work
 - Points of connection
 - Product data submittals for equipment



407-317-3700

BuildingCode@ocps.net

BuildingCodeCompliance.ocps.net

