



# BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

E-mail at [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) – Web at [Building Code Compliance Office](http://Building Code Compliance Office)



## MYGOV PERMIT APPLICATION PROCESS

1. Log in to “MyGov.us” and when at the Home Screen click on “Request Project”

The screenshot shows the 'Permits and Inspections' dashboard. On the left, there is a table with categories and counts:

<b>My Projects</b>	0
Requested	0
Payments Due	0
Expiring Projects	0
Holding Projects	0
Delayed	0
Notes to Read	0
Ready to Archive	0
<b>My Reviews</b>	0

On the right, there is a list of navigation links:

- Request Inspection
- Request Project**
- Request a New License / Registration
- Estimate Fees
- Download Forms
- My Account

At the bottom right, there is a section for 'Licenses / Registrations' with a 'License' link and a count of '4'.

2. Pick “Project Type”:

- a. “New”: Work at any new or replacement school; or a comprehensive project
- b. “Addition”: Any addition to an existing system or structure
- c. “Modification”: Any changes to an existing system or structure

3. “Describe Work”: Enter OCPS project number if you have one, then enter the same scope of work from the permit application, including building and room numbers. Click “Next”.

The screenshot shows the 'New Project Request' form at step 1: 'Set Project Type'. The form has five steps: 1. Set Project Type, 2. Set Location Information, 3. Set Sub-Contractors, 4. Set Project Information, and 5. Summary (Submit Application). Below the steps, there is a prompt: 'Complete the information below. Then, click the "Next" button.' The form is divided into three sections:

- PICK AGENCY:** Limited to approved agencies. A dropdown menu shows 'Orange County Public Schools - Building Code Compliance Office'.
- PICK PROJECT TYPE:** Limited to allowed projects. A dropdown menu shows 'LOW VOLTAGE PERMIT ADDITION'.
- DESCRIBE WORK:** Simple explanation of proposed work. A text area contains '(Project# P-8635) Install three 70 volt speakers in hallway'.

4. Set “Location Information”: Type in only the digits of the project street address, then click “Search”.

The screenshot shows the 'New Project Request' form at step 2: 'Set Location Information'. The form has four steps: 1. Set Project Type, 2. Set Location Information, 3. Set Project Information, and 4. Summary (Submit Application). Below the steps, there is a prompt: 'Please find the address where the project is located.' The form has a 'Search for Address' section with three input fields: 'Street No.' (containing '700'), 'Street Name:', and 'Suite:'. A 'Search Address' button is highlighted in yellow. Below the search fields, there are 'Back' and 'Next' buttons. At the bottom right, there is a 'Top of Page' link.



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- When the list of schools appears, click “*Expand All*” to view the details for each. Be sure to click “*Select*” next to the appropriate school. You will be directed to the next screen.

**New Project Request**  
 ↳ LOW VOLTAGE PERMIT ADDITION ↳ Orange County Public Schools - Building Code Compliance Office ↳ Contact Information

1. Set Project Type | 2. Set Location Information | 3. Set Project Information | 4. Summary (Submit Application)

Please select the correct address or [Search Again](#).

ID #	Address	Owner	Legal
<input checked="" type="checkbox"/> 0000194	700 Oak Ridge Rd.	Orange County Public Schools	

[expand all](#) / [collapse all](#) Page 1

**New Project Request**  
 ↳ LOW VOLTAGE PERMIT ADDITION ↳ Orange County Public Schools - Building Code Compliance Office ↳ Contact Information

1. Set Project Type | 2. Set Location Information | 3. Set Project Information | 4. Summary (Submit Application)

Please select the correct address or [Search Again](#).

ID #	Address	Owner	Legal
<input checked="" type="checkbox"/> 0000194	700 Oak Ridge Rd.	Orange County Public Schools	

**Address :**  Oak Ridge High - 0691  
 700 Oak Ridge Rd.  
 Orlando, FL 32809

**Owners :** Orange County Public Schools  
 445 W Amelia St  
 Orlando, FL 32801

**Legal :**

**Custom Fields :** Parcel ID - 23-23-29-0000-00-116

Tenant : Oak Ridge High - 0691

- “*Valuation*”: Enter total dollar amount for the project, in numbers only (no symbols).
- “*Permit Application*”: Click “*Browse*” to search for and upload complete, signed, and notarized permit application. Do not upload any other documentation.

**New Project Request**  
 ↳ LOW VOLTAGE PERMIT ADDITION ↳ Orange County Public Schools - Building Code Compliance Office ↳ Contact Information

1. Set Project Type | 2. Set Location Information | 3. Set Project Information | 4. Summary (Submit Application)

Complete the items below. Click “Next” when done.

**Complete Information Fields** \* = required

Valuation \*  ⓘ

**Set Documents** \* = required

Certificate of Construction Completion  No file chosen ⓘ

Permit Application \*   PermitApp11.9.21.pdf ⓘ

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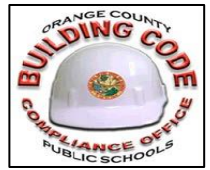
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8. “Summary”: Review submitted information for accuracy. Click “Submit Application”.

**Summary**

LOW VOLTAGE PERMIT ADDITION Orange County Public Schools - Building Code Compliance Office [Contact Information](#)

1. Set Project Type 2. Set Location Information 3. Set Report Information 4. Summary (Submit Application)

Check your information below. Click the "Submit Application" button when done.

<p><b>Address</b></p> <p>Oak Ridge High - 0691 700 Oak Ridge Rd. Orlando, FL 32809</p>	<p><b>Project Information</b></p> <p>Valuation 5000</p>
<p><b>Owners</b></p> <p>Orange County Public Schools 445 W Amelia St Orlando, FL 32801</p>	<p><b>Documents</b></p> <p>Certificate of Construction Completion No document selected.</p> <p>Permit Application  </p>
<p><b>Property Information</b></p> <p>Parcel ID 23-23-29-0000-00-116</p>	<p><b>Description</b></p> <p>(Project# P-8635) Install three 70 volt speakers in hallway</p>

Date and time of this request: 11/09/2021 10:59 am

[Back](#) [Submit Application](#) [Top of Page](#)

9. After your Project Request and Permit Application are reviewed and accepted you will be assigned a permit number.

10. Unless previously submitted though FTP, the permit holder must then email all related construction drawings/documents to [BCCOPlans@ocps.net](mailto:BCCOPlans@ocps.net) (referencing both the full permit number and school/site name in **all** emails). If anyone other than the permit holder or a person outside of the company is emailing the construction drawings/documents, a letter authorizing this person to do so must also be submitted with that email, each time. The letter must meet the below requirements:

- Must be on the permit holders company letterhead.
- Must be written attention to “OCPS Building Code Compliance Office”.
- Must list the specific full permit number and school/site name.
- Must grant authorization to the specific individual submitting the drawings/documents.
- Must be signed by the permit/license holder.

11. If submitting documents for a Fire related permit or a permit that also contains a Fire Review step, you must submit drawings/documents directly the OCPS Office of the Fire Marshal at [FHS.FTP@ocps.net](mailto:FHS.FTP@ocps.net). Note, the BCCO does not need to be copied on communication with the OCPS Office of the Fire Marshal; doing this may cause confusion.