



## City of Oviedo Building Services Commercial Sales Office in a Residence Permit Submittal Guidelines

All permit application packages must be complete prior to acceptance. A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Four (4) sets of signed and sealed building construction plans.
- Completed and signed Statewide Product Approval Specification Form.
- Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- Two (2) sets of completed and signed energy calculations
- A copy of an approved City of Oviedo special exception permit to include a commercial sales office in this residential subdivision if required.

The following comments are for guidance when submitting an application requesting a sales office to be included in a residence being constructed. Including a sales office in a residence alters the occupancy classification of the building from a residential occupancy to business/residential mixed occupancy.

1. A special exception permit may be required to include a commercial sales office in this residential subdivision. Please contact the City of Oviedo Planning and Development Division at 407-971-5775 for further information.
2. A site plan with accessible parking and accessible route in compliance with Florida Building Code, Accessibility that has been approved by cities

Development Review Division. Please contact them for their specific requirements.

3. An accessible route throughout the portion of the building used as a commercial office in compliance with Florida Building Code, Accessibility.
4. All doors within the portion of the building used as a commercial office that are an element of an accessible route and at least one door at each accessible space must comply with Florida Building Code, Accessibility.
5. An accessible toilet room is required. It must be on an accessible route as required by the Florida Building Code, Accessibility. As an alternate an accessible portable toilet on an accessible route outside the building may be used.
6. The energy calculations will have to include the additional conditioned square footage and any additional HVAC systems.
7. The electrical load calculation will have to include any additional lighting and HVAC system loads and if necessary revise the electrical riser diagram.

*This guideline was compiled to assist the applicant in preparing a permit application for a sales office in a residence and may not be complete. The applicant is also required to meet the requirements of the residential permit application guidelines and meet all City of Oviedo, state, and federal code requirements.*