

## **City of Oviedo**

### **Temporary Construction Office Trailer Application Guidelines**

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

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- 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).
- Two (2) site / plot plans.

**THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

#### **SITE PLAN / PLOT PLAN**

- Lot number
- Address / Legal Description
- Construction office trailer dimensions
- Setback lines from proposed construction office trailer to property boundary.
- Setback lines/envelope
- Survey type

#### **ELECTRICAL**

- Service riser diagram
- Service location

#### **PLUMBING (if applicable)**

- Water service pipe size/type/location
- Sewer connection or holding tank location

*These guidelines were compiled to assist the applicant in preparing a temporary construction office trailer permit application submittal and may not be complete. The applicant is required to meet all city of Oviedo, state, and federal requirements.*