

Owner-Builder Online Permitting Instructions

In order to ensure compliance with Florida Statutes governing the exemption for Owner-Builder permitting (FS 489.103), the Division of Building Safety has implemented a procedure that enables owner-builders to obtain building permits online using [Orange County Fast Track Member Services](#).

Steps:

1. Take the [Fast Track Online Permitting and Plan Submittal](#) interactive training course. Owner-Builders may skip the Commercial section.
2. Set up a [Fast Track Account](#) as a non-license holder.
3. Apply for the permit online. In the "**Description of Work**" field, please indicate "Owner-Builder Permit to (enter a brief description of the work)". **Example:** "Owner-Builder Permit to construct a shed"
4. Upload required construction plans and documents adhering to requirements outlined in the training course.
5. Complete a video call to verify identity and submit an Owner-Builder Disclosure Statement. This process is outlined below.

Identity Verification and Submission of Owner-Builder Disclosure Statement

Once you have completed steps 1-4 above, you are now ready to schedule a video meeting in order to complete identity verification and the Owner-Builder Disclosure Statement (Step 5). In order to proceed, you are required to have access to a device with a camera and microphone. Most modern cell phones and personal computers have the equipment necessary to join a Webex meeting.

1. Email OwnerVerification@ocfl.net to request a video meeting.
2. Include the following information in your email:
 - a. Permit number
 - b. Owner contact information: Name, address, and telephone number.
3. An Orange County Division of Building Safety representative will email you a Webex meeting invitation for the identity verification video meeting along with a copy of the Owner-Builder Disclosure Statement. Print this document and have it available to complete during the video meeting. You must have a valid state or federally-issued photo identification available during your video meeting.
4. Prior to issuance of the permit, the signed and verified owner-builder disclosure statement is required to be uploaded to the "other documents" link in FastTrack following the steps outlined by the interactive training course.

Note: Demolition Permits are not available via Fast Track. Please email your demolition permit request to: EResQuestions@ocfl.net.