

Owner-Builder Online Permitting Instructions

In order to assist customers during the temporary closure to the public of the Orange County Administration Building and Permitting Services lobby, the Division of Building Safety has implemented a modified services 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 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