Effective Date: 10/15/2025



### Use Permit Guide for Customers

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#### Step 1. Pre-Submittal

Before submitting a **Building Permit for Use**, customers should already have an approved **Zoning Business Tax Receipt (BTR) permit**.

- If the business address is located within the City of Edgewood, the customer must begin with the City's <u>local Zoning Application</u> process.
- If the business is not located in Edgewood, the <u>Zoning Application</u> may be submitted to the **Orange County Zoning Division** for review and approval.

Once approved, a **Building Use Permit** will be **automatically generated**, and the customer will receive an **email notification** containing the new Building Permit number.

At this stage, the Zoning Permit status will appear as "Pending Use" and will remain in that status until the Building Permit has been fully approved and completed.

For assistance with the Zoning Business Tax Receipt process, customers are encouraged to refer to Orange County **Zoning Division's** <u>Business Tax Receipt Zoning Approval Submittal Guide</u>.

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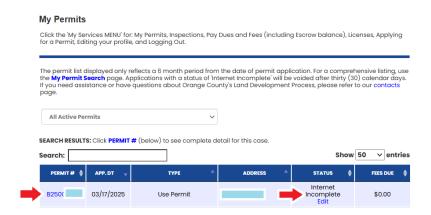


### Step 2. Application

Customers should log in to their **Fast Track** account to complete the Building Permit application. Click on "My permits" to view your permits.



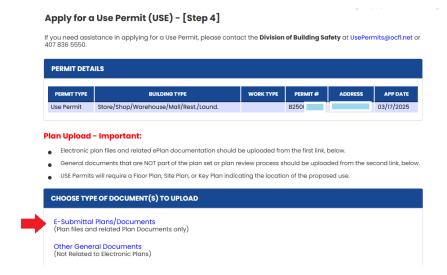
1. Locate the permit with a status of "Internet Incomplete."



- 2. Click "Edit" to open the application and complete all required fields.
- 3. Upload a Key Plan/Floor Plan in PDF format, using "PD-Site-Plan.pdf" as the filename.
  - The plan must clearly show the business location within the building, along with all furnishings and fixtures.

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Before clicking "Finish", ensure that all acknowledgements are completed:

- **Acknowledgement:** Confirm that the submitted plans meet review requirements.
- **V** I Acknowledge That: All information provided is true and complete.
- **VI Understand That:** Changes in use or occupancy may require additional approvals.
- Owner's Electronic Submission Statement: Certify that all information is true under penalty of perjury.



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Select "Submit Application" to submit the application for review, or "Save Application Information" to come back to it later. **Nothing will be reviewed if you do not select "Submit Application" and click the "Finish" button.** 

For assistance, email **Usepermits@ocfl.net**.

### Step 3. Application Processing and Review

Once documents are submitted and the application is completed, the permit status will update to "Internet Pending."

- 1. A **Permit Analyst** will review the submittal for completeness.
- 2. If complete, the permit will be routed for review, and the status will change to "Review."
- 3. A **Plans Examiner** will review the documents and determine if additional materials or permits are required.
- 4. After Building Plan Review approval, the **Impact Fee Department** will determine whether additional fees are due.
  - o The permit status will change to "Final Issuance Review" during this stage.
- 5. Once all reviews are complete, an **automated email** will notify the customer of any fees due and outline next steps.
- 6. After fees are paid, the permit will be issued automatically.

#### Important:

• Inspections may be scheduled once the permit is issued.

### Step 4. Inspections

Please refer to the Fast Track Training Video for detailed instructions on scheduling and Tracking inspections: Fast Track Training Videos

The system will allow the customer to schedule the required inspections:

- **300** Use Permit Inspection Building Safety
  In the contact box, please provide a contact name and phone number for the person who will be on-site.
- **590 Fire Use Inspection** Office of the Fire Marshal

Inspections may be scheduled through Fast Track or by contacting the departments directly:

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• **Building Safety:** (407) 836-5550

Office of the Fire Marshal: (407) 836-0070, option 4

o Fire inspections must be confirmed by phone with the Office of the Fire Marshal.

When the inspector arrives, a representative must be present to provide access. If the inspection fails, a **re-inspection fee** will be required.

#### **Inspection Checklist**

Inspectors will verify the following items on site:

- Proper posting of street address (minimum 6-inch numbers) O.C.O. Chapter 38
- Exterior condition IPMC 304
- Unobstructed path of egress FBC 1003.6
- Operational exit and emergency lighting IPMC 704
- Functional exit doors, locks, and latches FBC 1009.1.8.3
- Properly maintained stairs, handrails, and guards FBC 1009, 1011, 1012
- Fire extinguishers maintained and accessible Florida Fire Prevention Code
- Tenant/occupancy separation walls maintained IPMC 703.1
- Electrical system in proper condition IPMC 504
- Plumbing system in proper condition IPMC 605

## Step 5: Certificate of Occupancy (C.O.)

Once both inspections have passed, County staff will process the permit for finalization. This process typically takes **one business day**.

- If no further action is required from the customer, a **Certificate of Occupancy (C.O.)** will be issued automatically.
- The customer will receive an **automated email notification** from Fast Track confirming issuance.
- The status of the **Building Permit** and associated **Zoning Permit** will show as "**Complete**" on Fast Track.
- A Zoning Approval Letter will be automatically generated and emailed to the customer