

Use Permit Guide for Customers

Table of Contents

Step 1. Pre-Submittal	1
Step 2. Application	2
Step 3. Application Processing and Review	4
Step 4. Inspections	4
Step 5: Certificate of Occupancy (C.O.)	5

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 [local Zoning Application](#) process.
- If the business is not located in Edgewood, the [Zoning Application](#) 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** [Business Tax Receipt Zoning Approval Submittal Guide](#).

Division of Building Safety Use Permit Guide

Effective Date: 10/15/2025

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.”

My Permits

Click the 'My Services MENU' for: My Permits, Inspections, Pay Dues and Fees (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the [My Permit Search](#) page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. If you need assistance or have questions about Orange County's Land Development Process, please refer to our [contacts](#) page.

All Active Permits

SEARCH RESULTS: Click [PERMIT #](#) (below) to see complete detail for this case.

Search: Show entries

PERMIT #	APP. DT	TYPE	ADDRESS	STATUS	FEE DUE
B2501	03/17/2025	Use Permit		Internet Incomplete Edit	\$0.00

- Click “**Edit**” to open the application and complete all required fields.
- 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.

Division of Building Safety

Use Permit Guide

Effective Date: 10/15/2025



Apply for a Use Permit (USE) – [Step 4]

If you need assistance in applying for a Use Permit, please contact the **Division of Building Safety** at UsePermits@ocfl.net or 407 836 5550.

PERMIT DETAILS					
PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Use Permit	Store/Shop/Warehouse/Mall/Rest./Laund.		82501		03/17/2025

Plan Upload – Important:

- Electronic plan files and related ePlan documentation should be uploaded from the first link, below.
- General documents that are NOT part of the plan set or plan review process should be uploaded from the second link, below.
- USE Permits will require a Floor Plan, Site Plan, or Key Plan indicating the location of the proposed use.

CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD



- E-Submittal Plans/Documents**
(Plan files and related Plan Documents only)
- Other General Documents**
(Not Related to Electronic Plans)

Before clicking “Finish”, ensure that all acknowledgements are completed:

- **✓ Acknowledgement:** Confirm that the submitted plans meet review requirements.
- **✓ I Acknowledge That:** All information provided is true and complete.
- **✓ I 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.

FINALIZE APPLICATION

☐ ACKNOWLEDGEMENT:

In consideration of the requirements for plan review processing times established in Sections 553.79 & 553.792, Florida Statutes, applications will not be received as complete until the plans and/or project documentation has been verified by county staff and the application has been routed to the applicable agencies for review.

☐ I ACKNOWLEDGE THAT:

In order for this application to be deemed legally sufficient, the property which is the subject of the application must:
1. have a future land use and zoning which are consistent with each other and which would allow the requested use of the property (without the need for a special exception, variance, or waiver), and,
2. must currently have the entitlements, including any required development permits, necessary to complete the development for which the building permit is requested.

☐ I UNDERSTAND THAT:

If it is determined that this is a CHANGE of OCCUPANCY classification, or a change with an occupancy group or alteration, the USE PERMIT will not be approved. The change will require a plan submittal for a building permit as a Change of Occupancy on the Fast Track system. These plans will demonstrate compliance with the minimum code requirements for the proposed occupancy. A certificate of occupancy will only be issued after the permit application is reviewed, approved and issued then all/any requisite final inspection approvals have been obtained.

☐ OWNER’S ELECTRONIC SUBMISSION STATEMENT:

Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.

I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Division of Building Safety regulations and County Ordinances with the provision to utilize this building in as is condition. This permit does not grant permission to alter the structure in any way. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances. A finance hold will be placed on all Use Permits and the Certificate of Occupancy until all applicable fees are paid. For questions regarding finance holds and impact fees please call the Concurrency Management Office at 407-836-5591.

- ☐ **Submit Application** (Application is complete and ready for OC review.)
- ☐ **Save Application Information** (Application is saved as “Internet Incomplete.”)



Finish

Division of Building Safety Use Permit Guide

Effective Date: 10/15/2025



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.
 - 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:

Division of Building Safety Use Permit Guide

Effective Date: 10/15/2025



- **Building Safety:** (407) 836-5550
- **Office of the Fire Marshal:** (407) 836-0070, option 4
 - *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