Section 11

BUILDING PERMIT ISSUANCE, CONSTRUCTION, AND PROJECT CLOSEOUT

This section contains information and checklists related to building permit issuance, construction, and project closeout for site plan, utility, and landscaping elements of the project. Refer also to the *Land Development Code*.

City of Altamonte Springs Developer's Guide

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FORMS AND CHECKLISTS.

These forms are to be used by applicants.

1. Site Improvement Permit Application with Request for Pre-Construction Conference.
2. Application for Project Completion.

SITE INSPECTION CHECKLISTS.

These checklists will be used by the City's Engineering Site Inspector during the phased site inspections for development projects.

3. Engineering Inspection Report.

1000 – FDEP NPDES CGP

1005 – Tree Protection

1015 – Best Management Practices Installed

1020 – Temporary Construction Fencing, Screening, and Signs
3010 – Tracing Wire – Continuity Test (Potable Water)
3210 – Tracing Wire – Continuity Test (Reclaimed Water)
3415 – Tracing Wire – Continuity Test (Gravity Sewer)
3620 – Tracing Wire – Continuity Test (Force Mains)
5000 – Lighting
5005 – Trash and Recycling Collection Facilities
5010 – Buffer Walls and Fences (Part of Landscape Code Requirement)
5020 – Landscaping
5025 – Parking Spaces / Signing & Markings
5030 – Site Furnishings and Amenities
5035 - Sidewalks, Pedestrian Connections, and Driveways

Note: This section has not yet been updated to reflect the new close-out process effective April 23, 2007.

SECTION 11. BUILDING PERMIT ISSUANCE, CONSTRUCTION, AND PROJECT CLOSEOUT.

For additional information on this subject, contact:
Building/Fire Safety Division (407.571.8435)
Engineering Site Inspector (407.571.8453)
Public Works Department (407.571.8340)

11.1 BUILDING PERMIT PRE-PERMITTING PHASE.

Building permit plan review applications may be submitted to the City's Building/Fire Safety Division after two final site plan reviews have occurred with the Development Review Committee (DRC) and with the concurrence of the DRC. To initiate the building permit process, the applicant (owner/developer or contractor) must submit the following documents to the Building/Fire Safety Division for review and approval:

-- Three (3) Sets of Plans and Construction Documents.

-- Completed Application.

-- Copy of the Contractor's License (Florida Certified or Registered) and local Occupational License.

-- Proof of Workman's Compensation Insurance.

Notes:

1) Food processing facilities require prior approval by the State of Florida DBPR Hotel and Restaurant Division.
2) Construction projects located in the Altamonte Mall require prior approval from the Mall's architect.
3) Construction within some subdivisions require Homeowner Association (HOA) approval.

Plans are reviewed in the order that they are received by the Building/Fire Safety Division. If revisions are required, the Architect or Contractor will be notified within ten (10) working days of the application date. Plan revisions are reviewed in the order that they are received.

Although the plans and construction documents may be submitted to the Building/Fire Safety Division concurrent with site plan submittals to the City's Growth Management

Department/Development Services Division, no building permits will be issued until final site plan approval has been obtained. The following documents must be obtained and/or submitted to the City, when applicable, prior to the City's issuance of a building permit:

-- FDEP Domestic Wastewater Collection/Transmission System Permit or Exemption Letter from Agency (includes permitting for reclaimed water systems).

-- FDEP Public Drinking Water System Construction Permit or exemption letter from Agency.

-- St. Johns River Water Management District Environmental Resources Permit or exemption letter from Agency.

-- City Commission approval of the project's subdivision plat, if applicable.

-- Performance Bond (provided to Public Works)

-- Executed Developer's Agreement (provided to Growth Management).

-- Right-of-Way Utilization Permits (City, State, and/or County).

-- Arbor Permit.

Utility connection fees (for water, sewer, wastewater, drainage, and inspection) are calculated in accordance with current City Ordinances and must be paid at the time of the City's issuance of a building permit along with the applicable building permit fees. These fees differ from impact fees (for fire, police protection, transportation, parks, etc.) which may be partially collected by the Growth Management Department in accordance with capacity reservation requirements for concurrency prior to the issuance of a building permit.

The applicant may obtain a project fee disclosure, prior to or during the site plan review process, by submitting a completed Request For Fee Estimate form to the City's Building/Fire Safety Division. This packet includes estimates for City building permit, utility connection, and impact fees. Request For Fee Estimate forms take approximately five (5) days to process unless there are unique or unusual circumstances pertaining to the site that require the submittal of additional information or extensive staff research (e.g., credits, etc.). The forms are available at the Building/Fire Safety Division or on-line at www.altamonte.org. Click on "City Departments" | "Growth Management" | "Building/Fire Safety Division."

11.2 PRE-CONSTRUCTION PHASE.

11.2.1 Pre-construction Conference.

When jobs require site/subdivision plan approval, a pre-construction meeting is required prior to site or building permit issuance. This meeting will consist of representatives from Growth Management, Public Works, and Building/Fire Safety. The Project Superintendent, Engineer of Record, General Contractor, and Utility Contractor must attend. Information exchanged and discussed at this meeting will assist all in making the project progress more smoothly through the development process. Pre-construction conferences are scheduled through the Public Works Department via the Request for Pre-construction Conference form.

11.2.2 Permit Issuance.

After the permit is issued but before the commencement of construction, contractors must:

-- Post the inspection record and plans on the job site in a conspicuous location protected from inclement weather.

-- Record and provide a copy of the Notice of Commencement (for jobs over $2,500.00) to the Building/Fire Safety Division.

-- Schedule utility line location(s) by calling Sunshine State One Call System of Florida (1.800.432.4770).

-- Install and maintain erosion control devices.

-- Install and maintain tree protection barriers.

11.3 PERMITS ISSUED BY THE CITY.

The following is an alphabetical listing of the types of permits issued by the City. One or more permit types may be applicable to a development project. Information about submittal requirements is provided by the Building/Fire Safety Division.

Arbor (tree removal)
Block Wall
Boathouse
Commercial (addition)
Commercial (new)
Construction Trailer
Deck
Demolition
Dock
Driveway
Electrical
Fence
Interior/Exterior Renovation
Irrigation
Mechanical
Multi-Family - apartments
Multi-Family - townhomes and condominiums
Project Name Change Approval (through Growth Management)
Plumbing
Reroof
Residential Addition
Right-of-Way
Satellite Dish
Screen Enclosure
Shed
Siding and Fascia
Sign
Sign Face Change Authorization (through Growth Management)
Single Family Dwelling - attached
Single Family Dwelling - detached
Site Work
Spa
Swimming Pool
Tank Installation
Tank Removal

11.4 CONSTRUCTION PHASE.

11.4.1 Inspections.

Required inspections are listed in *Land Development Code* Section 16.2.1.5, *Staged Inspections*, and on the Building/Fire Safety Division's Site Inspection Checklist form. Construction inspections are scheduled Monday through Friday, 7:30 a.m. through 4:00 p.m. by the Building/Fire Safety Division. Construction inspections may be scheduled twenty-four (24) hours in advance by telephoning: 407.571.8433; 8434; 8435; or 8447.

Information necessary for scheduling inspections include:

-- Permit Number.
-- Inspection Type.
-- Name of Person Requesting Inspection.
-- Date of Requested Inspection.

Deviation from the final site plan approved by the City's DRC requires that a plan revision be approved by the DRC as a Site Plan Revision prior to the field change. The revision must be prepared by the design professional responsible for the original design.

Proposed revisions shall be submitted to the appropriate review authority as follows:

-- **Site Related Revisions** - One (1) copy of the Application for Site Plan Revision along with seven (7) copies of the plan with clouding or color highlighting to indicate requested revisions must be submitted to the Growth Management Department for DRC review.

-- **Architectural Related Revisions** - One (1) copy of the Application for Architectural Plan Revision* along with two (2) copies of the plan highlighted or clouded to indicate requested revisions must be submitted to the Building/Fire Safety Division.

* Any exterior or facade changes to building structures located within an activity center must be submitted as a site related revision to the DRC.

All plan revisions must be submitted, reviewed, and approved by the appropriate review authority prior to the field change and scheduling an inspection for the affected construction. Any construction performed prior to obtaining plan approval shall be subject to the City's issuance of a "Stop Work Order" and/or other penalties.

11.4.2 Valve Operation.

Opening or closing any valve belonging to the City shall be performed by City personnel only. Operation of valves belonging to the City by non-City personnel is punishable offense in accordance with adopted City ordinances. (Refer to City Ordinance No. 1012-89.) A minimum forty-eight (48) hours advance notice is required to schedule an appointment for valve operation or service shut-down. **This service is provided by the City free of charge.** If water service interruption is necessary, the contractor is required to notify all affected parties forty-eight (48) hours in advance. A list of all parties contacted shall be provided to the City by the contractor.

The contractor shall contact the City’s utility to coordinate and identify the extent of the service area to be isolated as part of this 48-hour advance notification.

11.4.3 Water Meter Installation and Activation of Utility Services.

Florida Department of Environmental Protection Clearance. When potable water, reclaimed water, or sanitary sewer lines are to be constructed, the owner/developer must make application to the Florida Department of Environmental Protection (FDEP) for the construction of these systems. **A permit or agency exception letter is required for all projects.** When it has been determined that a permit is required, the permitted system must be cleared for use through the FDEP prior to permission for connection and the issuance or installation of meters by the City as follows:

-- No water meter is to be installed on any potable water line where a FDEP potable water system clearance has not been issued. This includes temporary hydrant meters and irrigation meters.

-- No water meter is to be installed on any reclaimed water line where a FDEP reclaimed water system clearance has not been issued. This includes temporary hydrant meters and irrigation meters.

-- In the case of a development project, where FDEP potable water and sanitary sewer clearance is necessary, no water meters are to be installed unless the development has received FDEP clearances for both the potable water and sanitary sewer system. The following is to be the exception:

--- If FDEP potable water main clearance has been obtained but sanitary sewer clearance has not, temporary hydrant meters may be installed on the potable water system within the development for construction or irrigation purposes.

Water meters may be paid for at the time of building permit issuance; however, water meter issuance or installation will be subject to obtaining the proper FDEP clearances referenced above.

FDEP request for clearance forms are to be submitted to the Public Works Department along with one (1) set of blueline "as-built" record drawings certified by the Engineer of Record. The FDEP request for clearance forms and blueline "as-built" record drawings are to be submitted to the Public Works Utilities Coordinator for review. Complete FDEP clearance forms will be forwarded by the Public Works Utilities Coordinator to the City Engineer for execution. Record drawings submitted at this time will be retained for City reference only. A formal review of the project's "as-built" survey and record drawings will be performed by the City with final inspection walk through for Certificate of Completion (for subdivisions) or Certificate of Occupancy (for all other projects) requests. Acceptance or denial of the "as-built" survey and

record drawings will be forwarded by Public Works to the owner/developer at that time.

Water service will not be provided and service(s) will be locked until final "as-built" survey and record drawings are received for the project.

11.5 CERTIFICATE OF COMPLETION REQUIREMENTS.

Where property is platted, a Certificate of Completion will be prepared for approval by the City Commission, prior to the City's issuance of any Certificates of Occupancy. In exceptional cases the City may waive the completion requirements and permit limited occupancy for model homes prior to the issuance of a Certificate of Completion in accordance with the City's *Land Development Code*. [Refer to LDC Article V, Section 5.6.3.] The owner/developer will be required to submit the following applicable documents to the City's Public Works/Engineering Department to satisfy the City's Certificate of Completion requirements:

-- **Florida Department of Environmental Protection (FDEP) Clearances.** FDEP "clearance for service" letters for sanitary sewer (including reclaimed water) and potable water systems must be submitted as required. [Refer to LDC Article XVI, Section 16.3.1(j).]

– **Stormwater Letter.** A copy of the engineer's Certificate of Completion letter to the St. Johns River Water Management District, and any other agencies regulating the project's stormwater system must be submitted as required. [Refer to LDC Article XVI, Section 16.3.1(k).]

-- **As-built Drawings.** Three (3) mil sepia mylar as-built drawings shall be submitted for all public and private roadways, utilities, and drainage systems, both on-site and off-site. These drawings shall be based on field surveys and will show all property boundaries, rights-of-way, easements, lot lines, and shall be certified by a Florida state registered/professional land surveyor in accordance with Rule 61G17.6 of the Florida Administrative Code, and shall conform to the requirements as outlined in the City's *Land Development Code*. [Refer to LDC Article V, Section 16.3.1(d).]

– **Record Drawings.** Three (3) mil sepia mylar record drawings shall be submitted for projects which will be either publicly or privately maintained. The Project Engineer (engineer of record) shall be responsible for recording record drawing information on a set of City approved plans concurrently with construction progress. This information shall also reflect red-line information furnished by the site contractor. The final record drawings shall conform to the requirements as outlined in the City's *Land Development Code*. [Refer to LDC Article V, Section 16.3.1(c).]

– **Final Itemized Construction Costs.** Final itemized construction costs shall be submitted concurrently with the maintenance bond for review by the City Engineer.

A corrected contractor's bid reflecting any additional cost increase or change orders shall be required. All cost documents shall be signed and sealed where appropriate. [Refer to LDC Article XVI, Section 16.3.1(f).]

-- **Maintenance Bond**. A two (2) year Maintenance Bond, or other City approved form of security, in the amount of ten percent (10%) of the construction cost is required by the City for all infrastructure improvements (e.g., potable water, reclaimed water, sanitary sewer, paving and drainage, etc.) to be conveyed to the City for ownership and maintenance. [Refer to LDC Article XVI, Section 16.3.1(e).]

– **Final Inspection Results and Test Reports.** All applicable final inspection results and test reports are to be forwarded to the City's Public Works Department by the City's Fire Department - Building/Fire Safety Division for review with the project's request for a Certificate of Completion. [Refer to LDC Article XVI, Section 16.3.1(a).]

A final inspection shall be performed with the as-built survey and record drawings to determine site and drawing accuracy. [Refer to LDC Article XVI, Section 16.2.1.7(2).]

– **Additional Inspection and Test Reports.** Additional inspection and test reports may be required by the City Engineer when existing facilities are to be conveyed to the City for ownership and maintenance. [Refer to LDC Article V, Section 16.3.1(b).]

-- **Bill of Sale.** A bill of sale shall be submitted for all infrastructure improvements (e.g., potable water, reclaimed water, sanitary sewer, paving and drainage, etc.) to be conveyed to the City for ownership and maintenance regardless of whether they are located in City right-of-way, easement or private property. The bill of sale is to be accompanied by a check from the developer equal to the amount of all recording fees. [Refer to LDC Article XVI, Section 16.3.1(g).]

-- **Easements.** All easements, exclusive of those recorded by plat, are to be submitted for review by the City Engineer. All easement documents are to be accompanied by a check from the developer equal to the amount of all recording fees. [Refer to LDC Article XVI, Section 16.3.1(h).]

-- **Meter Easement Agreement**. Water meters installed on private property require prior approval of the City Engineer. Approval must be evidenced by a "Meter Easement Agreement" document executed by the property owner and the City. When a Meter Easement Agreement is required, it must be executed prior to the City's installation of any meters on private property. All easement documents are to be accompanied by a check from the developer equal to the amount of all recording fees. [Refer to LDC Article XVI, Section 16.3.1(i).]

-- **Surveyor's Letter.** A surveyor's letter certifying that permanent reference monuments (PRMs) and control points have been placed as required by Chapter 177 of the Florida Administrative Code, amended, shall be submitted. The surveyor's letter must be signed and sealed. [Refer to LDC Article XVI, Section 16.3.1(l).]

-- **Lift Station Fees.** Where a lift station is being dedicated for City ownership and maintenance the following fees must be paid to the City:

--- Seven thousand dollars ($7,000.00) for interfacing the lift station to the City's telemetry system.

--- Three thousand dollars ($3,000.00) for emergency generator funds to provide backup power during emergencies.

[Refer to LDC Article XVI, Section 16.3.1(m); City Code of Ordinances Article VI, Section 2-106(6)]

-- **Street Light Deposit.** A street light start-up fee, per street light, must be paid to the City. This fee is based upon current adopted City Ordinance. [Refer to LDC Article XVI, Section 16.3.1(n); City Code of Ordinances Article VI, Section 2–106(6)]

Refer to the *Land Development Code* for detailed information pertaining to the City's application for project completion process.

11.6 PROJECT CLOSEOUT.

Upon substantial completion of subdivision or site work, including both private and City dedicated infrastructure, the owner/developer or authorized agent shall submit an Application for Project Completion form to the Public Works Department - Attention: City Engineer. The application for project completion must be accompanied by the appropriate supporting documents. Refer to Section 6 - Subdivision Plan/Plat Review Process, Certificate of Completion Requirements, and referenced sections of the City's LDC therein, for detailed information pertaining to support documents required for Certificate of Completion. Refer to Section 7 - Site Plan Review Process, Certificate of Occupancy Requirements, and referenced sections of the City's LDC therein, for detailed information pertaining to support documents required for Certificate of Occupancy. The process for Application for Project Completion submittal, scheduling of final site inspection, support document sufficiency review, and project completion report and approval procedures are as follows:

11.6.1 Application For Project Completion.

Application for Certificate of Completion. For projects (subdivisions) that require the City's issuance of a Certificate of Completion, the Application for Project Completion form must be submitted at least fifteen (15) working days prior to the City Clerk's Commission Meeting tentative agenda deadline.

Application for Certificate of Occupancy. For projects that require the City's issuance of a Certificate of Occupancy (e.g., existing platted property or parceled land), the Application for Project Completion shall be submitted a minimum of ten (10) working days prior to the owner/developer's anticipated date of Certificate of Occupancy issuance.

11.6.2 Final Inspection.

A final inspection shall be scheduled within three (3) working days of the City's receipt of a complete Application for Project Completion. The final site inspection shall be conducted by the Public Works Department, together with representatives of other interested agencies, and shall be performed with the as-built record drawings to determine site and drawing accuracy.

11.6.3 Support Document Sufficiency Review.

Support documents submitted with the Application for Project Completion shall be reviewed by Public Works/Administration concurrent with final site inspection.

11.6.4 Project Completion Report.

The City will prepare a project completion report consisting of the following parts:

-- **Part I - Final Inspection Report.** This part of the report will be a summary of the City's engineering site inspector's field inspections and test results performed by the owner/developer's consultant as required. Any deficiencies will be appropriately noted.

-- **Part II - As-built Record Drawing Report.** This part of the report will list any as-built drawing deficiencies.

-- **Part III - Support Document Sufficiency Report.** This part of the report will denoted any deficiencies noted on the support documents submitted with the application for project completion.

Deficiencies noted must be satisfactorily corrected and mylar as-built record drawings must be submitted prior to the City's issuance of the Certificate of Completion or Certificate of Occupancy. An incomplete support document submittal or submittal of deficient information may result in the project's inability to be scheduled on the tentative agenda for the next scheduled City Commission meeting for Certificate of

for Certificate of Completion approval.

11.6.5 Project Completion Approval.

Certificate of Completion Approval by the City Commission. Upon a passing final site inspection and a determination from the City Engineer that a complete support document submittal has been received for Certificate of Completion approval, the City's Public Works Department will prepare a Certificate of Completion form for execution by the City Engineer and the Director of Public Works. The Certificate of Completion form will be transmitted to the City Clerk's office for scheduling on the tentative agenda for the next scheduled City Commission meeting.

Certificate of Occupancy Approval by City Departments. Upon a passing final inspection and a determination from the City Engineer that a complete support document submittal has been received for Certificate of Occupancy approval, the Certificate of Occupancy may be approved by the appropriate Departments.

[Refer to LDC Article XVI, Section 16.2.1.7].