1900 Hotel Plaza Blvd., Lake Buena Vista, FL 32830 ⌖ (407) 828-2034 ⌖ (407) 828-4466/IVR ⌖ (407) 828-2416/Fax ⌖ Permitting@oversightdistrict.org

DESIGN PROFESSIONAL SUBMITTAL FOR PRE-PERMIT APPLICATION

This form should be used when a Design Professional wishes to begin the permitting process prior to a contractor being hired to conduct the work by the owner. It is a means for the submittal package to be reviewed for accuracy and completeness electronically via the online permitting system, Accela Citizen Access (ACA). It allows the digital plans to be reviewed in their entirety and provides an approval for the application. Once an application is in the status of Approved, a Change of Contractor Form, along with all the required submittals (including a fully executed Permit Application Form), must be submitted and any required fees paid prior to permit Issuance.

☐ **New Permit** _____ **Master #** _____ **Master Plan #** _____

Select one of the following permit types for pre-permit application:

☐ Building (BD)	☐ Electrical (EL)	☐ Fuel Tank (Underground) (FT)
☐ Gas (GS)	☐ Manuf. Building (MF)	☐ Mechanical (ME)
☐ Move/Demo (MD)	☐ Plumbing (PL)	☐ Ride (BR)
☐ Sign (SN)	☐ Swimming Pool (SP)	

Describe work to be done:

Project Name: _____

Project Address: _____

Valuation based on contract valuation/letter of intent: (Include cost of all equipment & owner furnished items.) $ _____

Design Professional Company Name: _____

Address: _____

Email _____ Phone: _____

Signature of Design Professional	**Print Name**	**Date**
Signature of Owner/Operating Participant	**Print Name**	**Date**