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# Residential Building Permit Application Review Procedure

## Introduction

The Town of Oakland has adopted the most recent version of the Florida Building Code, which provides minimum standards for the protection of life, limb, health, property, environment, and welfare of the general public, and the owner and occupants of residential buildings.

## Building Permit Application Checklist

The following materials are required for all residential building permits.

- 1) Building Permit Application:** 1 copy, PDCS form.
- 2) Fees:** Four separate checks are required for Town plans review and impact fees. (See fee schedule.)

The Town of Oakland charges fees for building, electrical, mechanical and plumbing permits. The Town charges impact fees and water connection fees for projects in the Town of Oakland and also charges impact fees for schools based on the OCPS fee schedules. The permitting fee schedule can be found at [www.pdcslc.com](http://www.pdcslc.com)

- 3) Contractor's License:** 1 copy.
- 4) Insurance.** Workman's compensation and general liability with limits of \$1,000,000 with the Town as Certificate Holder: 1 copy.
- 5) Notice of Commencement:** 1 copy. (Submit directly to Building Department).
- 6) Septic Tank Permit** issued by Orange County Health Department including copy of site plan submitted to Health Department: 1 copy.
- 7) Construction Drawings:** 3 sets, 24" x 36" acceptable. At a minimum, include the following drawing

<b>Foundation plan</b>	<b>Floor plans</b>
<b>Wall sections</b>	<b>Roof framing plan</b>
<b>2nd story floor framing plan</b>	<b>Electrical layout</b>
<b>Elevations</b>	<b>Utilities</b>
<b>Energy and Wind Loads Calculations</b>	

- 8) Site Plan** prepared, signed and sealed by a civil engineer or licensed surveyor: 3 sets, 8.5"x14" (min.). Site plans must include the following:
  - All existing and proposed structures and improvements, with pad elevations.
  - Property line survey with elevations at each corner shown.
  - Location of existing utilities and any right-of-way and/or drainage/utility easements.
  - Proposed curb cuts, driveways and sidewalks.
  - Protected trees: location, diameter at breast height, and common name.
  - Trees proposed for removal, with reason for removal.
  - Specified protection zone around all trees greater than 6" DBH. Zone around trunk must be 1/2 diameter of dripline unless otherwise approved by Town Planner.
  - Site drainage (A, B, C), showing breakline elevations.
  - Septic tank / drainfield location (must be in front yard, outside of easements).

This handout is a general guide to the residential building permit processing procedure in the Town of Oakland. It is provided for your convenience only, and is not intended to replace Town or County regulations, the Florida Building Code, or other legal documents; and should not be construed as a right to development approval if the steps indicated are followed.

<b>Check 1 (Pay to the Order of "Orange County Public Schools")</b>	
County school impact fee	\$8,784.00
<b>Total</b>	<b>\$8,784.00</b>

<b>Check 2 (Pay to the Order of "Town of Oakland")</b>	
➤ Water connection and meter – single meter; or	<b>\$2,500.00</b>
➤ Water connection and meter – dual meter; or	<b>\$2,600.00</b>

<b>Check 3 (Pay to the Order of "Town of Oakland") <u>Impact Fees</u></b>	
Administrative Facilities	\$381.00
Police Protection	\$484.00
Fire Protection	\$100.00
Water System	\$937.00
Wastewater	\$678.00
Parks and Recreation	\$1,522.00
Roads and Transportation	\$2,963.00
<b>Total</b>	<b>\$7,065.00</b>

<b>Check 4 (Pay to the Order of "Town of Oakland")</b>	
Planning and Zoning Fee	<b>\$750</b>

- Proposed well location, if applicable (outside of easements, separate building permit required).
- Surrounding wells and septic drainfields within 75' of lot boundaries.
- Specify backflow prevention device on home side of water meter if new well is proposed.
- For lakefront lots, specify Bahia or other non-St. Augustine grass or cover between top of environmental swale and lake.
- Show that a fire hydrant is within 500' of the proposed structure (measured along rights-of-way). If there is no hydrant within 500 ft., one may be required per Town Code 754-69.

**9) Drainage Plan**

- All elements shown in site plan (8) above.
- Must be signed and sealed by a Florida registered civil engineer (may not be prepared by the surveyor).
- Reference the survey submitted as the source of data for the plan.
- Differentiate between existing and proposed elevations.
- Show front yard location of septic tank and drain field (side lot location is acceptable for corner lots)
- Account for proper separation and slopes between septic tank/drainfield and walkways, driveways, retention, and the building itself.
- Driveway profile with staking information (if driveway has a change in slope of greater than 7%).

A drainage plan for an infill lot must provide for the following:

- All stormwater is carried to the right-of-way.
- All stormwater is carried to swales that follow property lines, and eventually outfall to a right-of-way or stormwater system. The property lines must have recorded drainage easements.
- On-site drainage depressions to facilitate on-site recharge and retention
- Improvement to Town's swale in right-of-way, if present or not.

**Review Agencies** - Building permit applications must be approved by the Town of Oakland and Orange County.

**Step 1 - Town Approval.** Permit applications are first submitted to the Town of Oakland. The Town Planner reviews building permit applications to confirm finish floor and lot corner elevations, sidewalk location, zoning compliance, and issuance of a septic tank permit by DOH. Turnaround is usually 2 – 3 days if the submittal packet is complete and no additional information is necessary. It will take longer if the Town Engineer is required to review the site drainage plan.

**Step 2 – Building Official Approval.** The Town will call the applicant when the permit application has been approved (or denied). After Town approval, the application will be submitted to the Town's Building Official. The Building Official will review the application to ensure compliance with the Florida Building Code and any additional Town Ordinances, codes, or conditions.

**Step 3 – Zoning Hold Release.** The Certificate of Occupancy will not be released by Orange County until the Town releases its zoning hold. The site must pass all Town inspections before the County will perform its final inspection and approve the Certificate of Occupancy.

**Site Drainage plans for all lots**

Site plans for lots must include the following

- Elevations at eight points (corners and mid-points).
- Elevation of roadway crown in at least two locations, or four for corner lots.
- Elevation of edge of roadway pavement (if paved street) in at least two locations, or four for corner lots
- Spot elevations 10' outside of the side and rear lot lines .
- If adjacent lots have driveways with culverts, your survey must specify the inverts (bottom elevations) of those culverts both upstream and downstream from the building lot.
- Location of nearest fire hydrant.

**General information regarding drainage on infill lots**

- **Southern Oaks subdivision:** The Southern Oaks subdivision has a specified right-of-way swale profile. See the Town Planner for a copy.
- **Slopes:** Unless otherwise directed by the Town Planner, grading must provide a minimum 1% slope between the lot lines and the foundation, and provide an 8" reveal at the foundation. Slopes of 3:1 or steeper will require retaining walls (no timber). Retaining walls will be required after the fact, and are the responsibility of the owner and/or the owner's engineer.
- **Swales:** Swales are required along side property lines to convey stormwater. Swales may be required along front and rear lot lines as well.
- **Culverts:** Culverts are required in many areas. Consult Town staff to find out if one is required for your lot. Culverts generally will be 12" minimum. If a culvert is required, the plan should show culvert ends extending beyond the radius return or flare of the driveway apron.
- **Driveways and unpaved roads:** On unpaved roads, impervious surfaces (concrete, brick, etc) cannot extend into the right-of-way. Gravel may be used in the right-of-way. Crushed concrete and other limestone aggregate is prohibited.

## Building Inspections

**Building Official Inspections.** The Building Official performs inspections (slab, framing, electric, mechanical, plumbing, stucco, insulation, roofing, fire). Schedule inspections at [www.pdcslc.com](http://www.pdcslc.com) or call 407-277-9795. Inspections must be scheduled at least one day in advance.

For inspection results, see the green card in the permit box, or [www.pdcslc.com](http://www.pdcslc.com). If the inspection failed, any additional information must be obtained from the inspector.

**Re-Inspection.** The Town reserves the right to charge fees for additional inspections.

**Inspection Records.** All inspection records must be visible at the construction site. Approved permit plans must be kept on the site.

**Town Staff Inspections.** The Town Staff will perform the following inspections. Inspections are performed the 24 hours after you call, weather permitting. (The town does not perform overtime or after-hours inspections, although inspection dates and times may be altered with cause.) Call the Town of Oakland Building Inspection line at 407-656-1117 ext. 2107 to schedule an inspection. Be sure to tell us the builder name, address, and type of inspection. The project foreman does not need to be on the site for the town inspection, but it is helpful. After the inspection, the Town Planner will post the results in the permit box.

- 1) **Driveway and sidewalk form inspection:** after forms are in place for the driveway and sidewalk, but before poured or laid.

### Inspection Criteria

- Driveway and sidewalk will be in the same location as shown on the site plan.
- Driveway will not encroach into any easements.
- Vertical curve (rounded transition area) will be present if change in driveway slope is 7% or greater.
- Sidewalk will conform to subdivision construction plan.
- Sidewalk will be elevated above the curb: at least 1/4 inch for each 1 ft. distance from the curb. Maximum elevation is 1" per foot gently sloping toward the road.
- When adjacent to stormwater inlets, sidewalks will be level with concrete top of storm water inlet.
- Drainage will be away from the house, and will not alter the FHA/VA drainage designation for the lot.
- Damaged curbs have been prepared for repair.
- Overall workmanship.

- 2) **Grading inspection:** before sod, landscaping and irrigation are installed

### Inspection Criteria

- Drainage is diverted away from the house (but not onto adjacent parcels, except drainage easements).
- Swales and depression areas are present, and are graded to provide effective drainage.
- No areas with unintended ponding.
- Overall workmanship.
- Site conforms to Town jobsite rules.
- No slopes greater than 4:1 without retaining walls (even if omitted on approved site plan).

- 3) **Final exterior and landscaping inspection:** upon passing, Town authorizes County to release certificate of occupancy

### Inspection Criteria

- From the exterior, the house appears to be in move-in condition.
- No tools, supplies, building materials, construction-related signage, debris or litter is visible outside of the house.
- All curbs, sidewalks and driveways are swept clean.
- No damage to street, curbs, driveway, or sidewalk.
- Correct address numbers are on the house – 2.5" high, contrasting color, and clearly visible,
- All landscaping and irrigation is installed. All trees meet standards: 2 ½ inch dbh, Florida #1 grade,
- Adjacent building lots are clean and free of debris, materials, pallets, and litter.
- Damage to dirt streets that front the lot have been compacted, graded and repaired.

**General Information**

**Acceptable Trees**

All lots must contain at least 2 canopy trees and 3 understory trees. Trees for planting must be at least 8 ft. tall, trunks must be at least 2 ½” in diameter when measured 4 ½ ft. above the root ball, and they must have a grade of Florida #1 or better. Acceptable trees include:

- Live Oak
- Southern Magnolia
- Sweetgum
- Pignit Hickory
- Laurel Oak
- Sweetbay
- Scrub Hickory
- Hackberry
- Red Bay
- Bald Cypress
- Basswood
- Tulip Tree
- Red Maple
- Sycamore
- Pond Cypress
- American or Dalhoon Holly

**Driveways**

Driveways must be located outside of side yard easements. A profile is required for all driveways with a slope of 7% or more. The profile must include staking information on at least 8’ centers for the driveway run, or closer for vertical curve areas. A vertical curve (rounded transition area) is required for driveways with a slope of 7% or more. This transition area is required by the sidewalk and at the vehicle landing. For front-loading garages, a relatively flat (less than 5% slope) landing area must extend at least 10’ from the garage door. This will allow cars to park in the driveway and the car doors to stay open when needed.

**Job Site Rules**

Town of Oakland police officers and employees perform regular inspections for water theft at construction sites. **The Town has an aggressive water theft prevention program, and prosecutes all water thieves.**

Construction sites must be kept as neat and orderly as possible. All job site waste, and debris must be removed from the ground before the end of the day. Waste and debris piles are prohibited, and all waste must be placed in a metal roll-off container, kept either on the lot or an adjacent lot in common ownership; this is to prevent waste from blowing onto adjacent properties. Separated and covered waste may be kept on site for recycling, with permission of the Town Planner.

Construction materials cannot be stored in the public right-of-way, including across sidewalks. Residential building lots cannot be used for storage of construction materials, equipment or fill that will not be used on the site. Lots may be used for the short term storage of solid building materials or plant matter that will be used on other lots in the subdivision, or the short term storage of separated and covered waste that will be recycled, with permission of the Town Planner. A portable toilet must be kept on the site or an adjacent lot.

The Town Planner may issue a stop work order or delay inspections if the job site is not maintained in a neat, orderly manner.

**Finished Floor Elevation Certification**

The finished floor elevation must be certified within 10 days of slab pour AND SENT TO PDCS. Failure to do so will result in a stop work order. Acceptable certifications are a signed and sealed foundation survey, or a letter from the surveyor attesting to elevation.

**Zoning**

All land within the Town of Oakland is classified within one of several zoning districts established by the Town’s Zoning Ordinance. Each zoning district has specific regulations which govern the use and development of land within the district. The R-1 and R-1A zoning districts encompass most residential areas in Oakland.

Zoning requirements	R-1	R-1-A
Minimum lot size	5,000 sq ft	12,500 sq ft
Min front yard setback	25'	
Min side yard setback	7.5'	10'
Min street side yard setback	15"	25"
Min rear yard setback	25' or 20% of lot depth	
Min lake setback	50' from NHWE	
Max structure height	35'	
Max boat house height	8' above high water	
Minimum pool setback (edge of water) - rear, side	10'	
Minimum pool enclosure setback – rear and side	5'	
Septic tank and drain field setback	In front yard; 150' from high water mark	
Setbacks are measured perpendicular to all property lines, creating a building envelope.		

Architectural design of single family houses may be governed by restrictive covenants in some subdivisions. The Town **does not** check building permit plans for conformity to restrictive covenants or approval by an architectural control committee.

The Zoning Code contains more details regarding accessory structure and detached garage placement, pools, and permitted uses in residential zoning districts. For more information, call the Town Planner at 407-656-1117 ext. 2107.

### **Water Service**

Water service is provided by the Town of Oakland. A water account is established for the builder at the time of building permit issuance. Water service and fire/rescue fees apply immediately. Water service is not transferred from the builder to the owner until the builder calls and requests service cut-off. At that time, the new owner must visit Town Hall to open a new water account. A \$125 deposit is required. Please understand that *nothing happens due to the real estate closing date*. The only time accounts are opened and closed is when the Town has specific instruction from the builder or new owner.

New home owners are cautioned that water rates in Oakland are higher than many other areas. Irrigation of new sod and landscaping can consume copious amounts of water, resulting in high water bills. A waiver to the irrigation schedule is available for new landscaping through the Water Department at Town Hall. Please exercise care when setting automatic sprinkler timers.