



PUBLIC WORKS DEPARTMENT

4200 South John Young Parkway ▪ Orlando, Florida 32839-9205

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www.OrangeCountyFL.net

CHECKLIST For Excavation/Fill Permit Application

- **Completed Application**

- Three (3) original applications with original signatures must be submitted for processing. Print both pages, 1 & 2 printed on 8 ½ x 14 paper.
- Be sure to fill in ALL required information. Incomplete applications will not be accepted.
- Do not write, “see attached” in any field.
- For the legal description, write the parcel ID number.

- **Owner’s Consent**

- If the applicant does not own the property to be excavated or filled, a **notarized** letter of consent is required. A copy of the contract pages, which identify relevant parties, may be substituted for the aforementioned letter.

- **Plans**

- **Building Permit approved plans:**
Submit one stamped copy. Include the coversheet, grading, drainage, and erosion control pages.
- **Unapproved Plans:**
Contact staff for details on how to submit plans for a “Development Plan for Mass Grading” at 407-836-7920.

- **Calculations**

- Submit earthwork calculations to justify the amount of material to be imported or exported.

- **Fees**

- **30 Day Permit** - \$298.00 processing fee plus \$384.00 permit fee due at the time of application. Permit is valid for thirty (30) calendar days or up to 10,000 cubic yards. Extensions will not be granted.
- **Annual Permit** - \$298.00 processing fee due at the time of application. \$2,728.00 permit fee due prior to pick-up of permit. Permit is valid for one (1) year.