



CITY OF KISSIMMEE

SITE DEVELOPMENT BUILDING PERMIT APPLICATION PACKET

The following application is to be used for the debrushing and tree removal when not done in conjunction with a site construction project; the debrushing, grading, excavating, filling and installation of utilities of land after site construction plans have been approved; the early preparation of Debrushing, grading, excavating, and filling only on special occasions prior to site construction approval; or request to remove a tree.

Application packet includes the following:

- Site Development Permit Authorization Application;
- 911 Address Notification form must be completed to create new addresses, change an existing address and to verify property addressing for a property; and
- Tree removal inspection application.

Once completed, the above documents along with the permit review fee must be submitted to the City of Kissimmee Development Services Building Division located at 101 Church St., Suite 120 Kissimmee, FL 34741.

If you have any questions, please visit our website at www.kissimmee.org, email us at ePermitHelp@kissimmee.org or call our Building Division offices at 407-518-2379.

<i>Project</i>	<i>Progressive Review Time</i>
➤ Submittal of application and necessary documents	
➤ Staff review *	0-4 days
➤ Permit issuance	1 day
Approximate Time of Review Total	3-5 days *

** Estimations may vary. Review time is dependent upon necessary revisions, resubmittals, and any other required documentation.*



**CITY OF KISSIMMEE
SITE DEVELOPMENT & TREE
PERMIT APPLICATION
CURRENT FLORIDA BUILDING CODE IN EFFECT**



1. JOB ADDRESS:

2. PARCEL ID#:

3. PROJECT NAME:

4. DRC #:

5. CONTRACTOR:

LICENSE #:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

E-MAIL:

FAX #:

6. PROPERTY OWNER:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

E-MAIL:

FAX #:

7. FILING REPRESENTATIVE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

E-MAIL:

FAX #:

8. IS THE PROPERTY: SINGLE FAMILY MULTI-FAMILY COMMERCIAL

9. TYPE OF PERMIT REQUESTED: (Check the requested permit type)

LAND CLEARING ONLY. (The debrising and tree removal when not done in conjunction with a site construction project)

LAND PREPARATION WITH DRC. (The debrising, grading, excavating, filling and installation of utilities of land after site construction plans have been approved)

EARLY LAND PREPARATION WITHOUT DRC. (The early preparation of debrising, grading, excavating, and filling only on special occasions prior to site construction plan approval)

TREE REMOVAL. (The removal, alteration or relocation of tree(s) located on residential and commercial properties)

***** **NOTICE** *****

PRIOR TO THE RELEASE OF A SITE DEVELOPMENT PERMIT, REQUIRED SILT FENCE(S) AND BARRICADE(S) OF TREES THAT ARE TO BE PRESERVED MUST BE INSTALLED AND AN INSPECTED.

SEPARATE PERMITS ARE REQUIRED FOR FIRE SYSTEMS, ALARMS, IRRIGATION, GAS, LOW-VOLTAGE, GREASE TRAPS, SIGNS, POOLS, FENCES, SCREEN ROOMS, AND OTHER ACCESSORY STRUCTURES. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OF ISSUANCE, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED, AT ANY TIME, FOR A PERIOD OF 6 MONTHS AFTER WORK IS COMMENCED.

10. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further certify that no work has been commenced prior to the issuance of the permit, and that all work will conform to the applicable laws of construction under this jurisdiction.

_____/_____/_____
Printed Name of Contractor *Signature of Contractor* *Date*

_____/_____/_____
Printed Name of Owner *Signature of Owner* *Date*

****ALL PRE-SIGNED / ABSENTEE FORMS MUST BE NOTARIZED****

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification.

 Notary Public – State of Florida, Osceola County

My Commission Expires: _____

FOR OFFICE USE ONLY				
Accepted By: Date:	Reviewed By: Date:	District: <input type="checkbox"/> HD <input type="checkbox"/> D-CRA <input type="checkbox"/> V-CRA <input type="checkbox"/> N/A		
<i>Application Fees</i>				
Base Permit Fee:	Building Review Fee:	Fire Review Fee:	Balance Due:	
<i>Mobility / Impact Fees</i>				
Mobility:	Water/Sewer:	School:	Recreation:	Balance Due:



ADDRESS NOTIFICATION

Osceola County Sheriff's Office

911 Addressing

1 Courthouse Square, Suite 1400, Kissimmee, FL 34741

Phone: (407) 742-5911 Fax: (407) 742-5912

911addressing@osceola.org

Tax Parcel #R _____ / _____ / _____ / _____ / _____ / _____

Property owner of record or previous owner if recently purchased:

Resident of property, if different from above:

Telephone Number:

Please check all boxes that apply:

Verification of Existing

Corner Lot

New Issue

Single Family Unit

Additional / Multiple Address

Change of Address

Multi-Family Unit

Street structure faces: _____

Applicant's name: _____

Phone #: _____

Fax #: _____

Cell #: _____

Email: _____

Applicant's Signature _____

Signature indicates applicant has read & understands section 8 of County Ordinance 04-47

FOR COUNTY 911 USE:

Current address in use: _____

New issued address: _____

Comments: _____

Date: _____

Issued By: _____

In order for the above issued address to become effective, please notify the Post Office. An issued physical address does not change your mailing address if you are using a Post Office Box. County Ordinance 04-47 requires the posting of your address, using arabic numbers.

RESIDENTIAL: Must be no less than 3 inches in height and ½ inch in width.

COMMERCIAL: Must be no less than 6 inches in height and ½ inch in width.

(SEE ORDINANCE NEXT PAGE FOR PROPER POSTING OF BUILDING NUMBER(S))

CONTROL # _____

Retain this Copy for your Records

PLEASE POST YOUR BUILDING NUMBERS
IN ACCORDANCE WITH SECTION (8) OF COUNTY ORDINANCE 04-47
AN ORDINANCE ESTABLISHING A UNIFORM NUMBERING SYSTEM

SECTION 8. STANDARDS FOR NUMBERING STATES:

All principal buildings shall have the assigned building number properly displayed whether or not mail is delivered to such building. Numbers need not be displayed on accessory buildings. Physical numbering shall conform to the following standards:

- (1). Numbers must be clearly visible and legible from the public or private way on which the building fronts in accordance with Florida Fire Prevention codes and this ordinance.
- (2). Numbers must be in a color contrasting to the building background.
- (3). Where applicable, easily legible numbers shall also be affixed to the mailbox serving the building or house.
- (4). Assigned numbers shall be displayed on the front entrance of each principal building and, in the case of a principal building which is occupied by more than one business or family dwelling unit, on each separate front entrance.
- (5). Separate unit numbers must be displayed on the individual dwelling entrances of a multistory building. At no time will unit numbers that are unauthorized addresses be displayed on the exterior building. Individual unit numbering shall not exceed (3) numbers, and shall be displayed in a manner that clearly distinguishes it apart from the building number.
- (6). Any different numbers which might be mistaken for or confused with the number assigned in accordance with the "Numbering System" shall be removed upon proper display of the assigned number.

The proper display of your location address will be greatly appreciated. It will aid Emergency Services such as Law Enforcement, and Fire and Rescue in locating you.



CITY OF KISSIMMEE
TREE REMOVAL
INSPECTION APPLICATION

A permit is required for the removal, alteration or relocation for trees located on residential and commercial properties. Residential properties require a permit for all specimen trees larger than 30 inches DBH. Commercial properties require a permit for all trees over 4 inches DBH. Once an application is submitted, a tree inspection will be conducted to ensure compliance with the removal standards outlined by the Land Development Code. Application fees for the removal of trees are as follows.

Any tree that has received a tree permit is to be replaced with the following:

- Tree for tree replacement (i.e. if two trees are removed, two trees are to be planted);
- Specimen trees are to be replaced by the same species with the potential for comparable size and quality;
- Species selection and replacement requirements are subject to the City Plant List.

Tree removal inspections require a minimum of 4 business days for processing. Removal of any tree prior to permit issuance could result in Code Enforcement action. Please provide the following information to be used for the inspection of the tree(s):

Contact Information:	
Contact Name:	
Phone #:	E-mail or Fax:
Mailing Address:	

Tree(s) Information:	
Address where tree(s) is located:	
Number of trees to be inspected:	Approximate width of tree(s):
Species type <i>(check all that apply)</i>	
<input type="checkbox"/> Oak	<input type="checkbox"/> Sycamore
<input type="checkbox"/> Magnolia	<input type="checkbox"/> Cypress
<input type="checkbox"/> Maple	<input type="checkbox"/> Other:
Reason for removal <i>(please be descriptive)</i> :	

Within the box below, please draw the approximate location of the tree(s) in relationship to the rest of the property:



FOR OFFICE USE ONLY			
Date:	Received by:	DRC#	Reviewed by:
Review Results:			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Denied			
<input type="checkbox"/> Other:			