



## BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3700 Fax (407) 317-3950

Email: [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) - Web: [Building Code Compliance Office](#)



## MYGOV REGISTRATION REQUEST

License holder must submit the below details and documents to be registered and have access to apply for permits with the OCPS Building Code Compliance Office via the MyGov system.

**The request for registration must be submitted by the licenseholder.**

License holder must submit the request/documentation to [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net)

1. Contractor Business Information
  - a. Business Name (*license/workers comp must list same name*)
  - b. Mailing Address
  - c. Physical Address
  - d. Phone Number
  - e. Cell Phone Number
  - f. Fax Number
2. Email Address (*only one allowed*)
  - a. All notifications, notices, and communication will be emailed to this one email address. We suggest creating a shared email address that is accessible to numerous people in your business.
3. Proof of Workers Compensation Insurance (*PDF*)
  - a. Certificate must list "School Board of Orange County, FL, 445 W. Amelia St., Orlando, FL. 32801-1322" as the Certificate Holder.
  - b. If submitting Exemption from Workers Compensation, license holder must submit an official statement confirming he is a sole worker with zero employees.
4. State of Florida DBPR Contractor License (*PDF*)

Once a request and necessary documents are received, the Building Code Compliance Office will create a registration account in MyGov for the license holder. MyGov will send an activation letter to the email address provided with instructions for creating a username and password. Once completed, the license holder will be able to apply for new permits. (For steps on how to apply for a permit, see the document titled "MyGov Permit Application Process" available on our website.)

Contact us if you have any questions.