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To: All Residential Builders
From: Roland D. Magyar, Planning Director
Re: **BUILDING PERMIT INSPECTIONS**
Date: March 30, 2007

The Town performs 3 inspections that must be approved by the Town Planner before the certificate of occupancy will be released. You must call in an inspection at 407/656-1117 ext. 12 at least 24 hours before you need the inspection. Continuance of construction without the inspections may result in removal of sidewalk and driveway sections, removal of sod and delay of release of the C of O. All other building inspections are carried out by the Orange County Building Department. The 3 inspections are:

1. **SIDEWALK AND DRIVEWAY**: Form inspection before pouring of concrete for proper location and slope. Driveways may not exceed 7 ½ % slope. Use of pavers for driveway and entry sidewalk will be inspected after installation and may require adjustment for proper drainage and maximum slope.
2. **FINAL GRADING**: Inspect yard for proper drainage including meeting lot drainage type, drainage away from house, and maximum lot slope of 4:1 (may require retaining wall).
3. **LANDSCAPING AND C of O RELEASE**: The Town has a hold on the final certificate of occupancy and will not release it until all zoning and landscaping requirements are met. Residential lots require 2 or 3 canopy trees depending on lot size. These trees shall be a minimum of 2 inches diameter at breast height (dbh), which is measured 4 ½ ft. from the top of the root ball, and Florida #1 grade. Palms do not count as canopy trees.