



## 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](http://BuildingCodeComplianceOffice.com)

## MYGOV REGISTRATION REQUEST

Contractor must submit the below details and items 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 license holder.**

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 "OCPS Building Code Compliance Office" and the address above as the Certificate Holder.
4. State of Florida DBPR Contractor License (*PDF*)

Once a request and necessary documents are received, the **BCCO** will create a registration in MyGov for the contractor business. MyGov will send an activation letter to the email address provided with instructions for creating a username and password. Once completed, the contractor will be able to apply for new permits. (For steps on how to apply see the document titled "*MyGov Permit Application Process*" available on our website.) Contact us if you have any questions.