



BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

Email: BuildingCode@ocps.net - Web: Building Code Compliance Office

MyGov Registration Request

Contractor Businesses, not already registered in MyGov, must submit the items below to be registered and have access to apply for new permits with OCPS **B**uilding **C**ode **C**ompliance **O**ffice.

The items below must be submitted via email to BuildingCode@ocps.net.

1. Contractor Business Information
 - a. Business Name
 - b. Physical Address
 - c. Mailing Address (if different from Physical Address)
 - d. Phone Number
 - e. Fax Number
 - f. Cell Phone Number
2. Email Address
 - a. Please note all notifications, notices, and communication will be emailed to the email address provided. We suggest creating and providing a shared email address that is accessible to numerous people in the business.
3. Proof of Workers Compensation Insurance
 - a. Workers Compensation Certificate listing OCPS Building Code Compliance Office as the Certificate Holder.
4. State of Florida Contractor License
 - a. Certified or Registered

Once all of the items above are received, **BCCO** will create a registration in MyGov for the Contractor Business. An activation letter will then be emailed to the email address provided with instructions on creating a MyGov login and password. Once completed, the Contractor will be able to apply for new permits.

If you have any questions please contact **BCCO**.