

## BUILDING PERMIT APPLICATION INSTRUCTIONS

The Building Code Administrator shall enforce the requirements for submission of a Building Permit Application and ensure the proper review of the applications. These requirements include the following:

1. **Application data.** The Building Permit Application shall provide basic information about the applicant, the project, the architect/engineer, and subcontractors.
  - a. **Applicant.** The applicant or qualifying agent must be the entity or person responsible for the entire project and providing direct, onsite supervision of the work they are performing. The application must include the name, street address, mailing address, phone number, fax number, email address, and license number of the applicant requesting the Building Permit. The name and signature of the qualifying person for the state contractor's license must also be provided.
  - b. **Project.** The project name, project number (provided by UNF EH&S), project street address, value of construction, and a description of the work to be performed must be included in the permit application. The building height, construction type, occupancy classification, and square footage of each occupancy classification must also be provided.
  - c. **Architect/Engineer.** The name, address, telephone number, and fax number of the prime Architect/Engineer of Record must be provided on the application.
  - d. **Subcontractors.** The application must also include a Subcontractor List to designate the subcontractors by state license types. The applicant must indicate which types of subcontractors will be utilized, and provide the name, street address, mailing address, telephone number, fax number, and state contractor's license number of each subcontractor. The qualifying agent's name and signature must also be provided.
2. **Application Attachments.** The applicant must attach copies of state licenses and any approval documents applicable to the project. It is the responsibility of the applicant to provide these documents with the Building Permit Application. If not attached, they must be forwarded later to the Building Code Administrator before a Building Permit will be issued.
  - a. **Licenses.** In accordance with Subsection 489.131(5), F.S., the Building Code Administrator must ascertain that the applicant and subcontractors are certified or registered for the work before issuing a permit. Copies of state licenses of the applicant and subcontractors must be attached to the Building Permit application. If any subcontractors are added later, the applicant must provide the appropriate data and copies of state licenses before they begin construction.
  - b. **State Fire Marshal (SFM).** If review is required by the SFM, a copy of the approval letter must be attached to the Building Permit Application.
  - c. **Florida Department of Environmental Protection (FDEP).** If the documents must be reviewed and approved by FDEP, a copy of the approval document(s) must be attached to the Building Permit Application.

- d. **Flood Plain.** The civil engineer of record must certify the project, as designed, complies with the Federal Emergency Management Agency (FEMA) criteria for flood plain management included in CFR Title 44, Chapter I, Part 60. This certification must be on the construction documents.
  - e. **Threshold Building.** If the project includes a threshold building, the applicant must attach a copy of the structural inspection plan and shoring/reshoring plans.
  - f. **Code Review.** If the construction documents have been previously reviewed for compliance with Applicable Codes and Standard by Plans Examiners, a copy of the approval documents should be included.
  - g. **Construction Documents.** A minimum of **three** sets of construction plans and specifications must be included with the Building Permit application. If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, these documents must be signed and sealed by the Architect/Engineer of Record. If the level of work does not require the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, and no professionals were involved in the preparation of the documents, the documents must be prepared and signed by the licensed contractors, including state license numbers.
  - h. **Structural Criteria/Calculations.** The applicable structural criteria must be listed on the drawings. Any necessary structural calculations must be provided in a bound document, upon request of the Plans Examiner.
  - i. **Florida Product Approval.** Product Approval information in accordance with FAC 9B-72 shall be submitted, on proper form, for review and approval prior to issuance of permit.
  - j. **Insurance.** Copies of Worker's Compensation Insurance certificates for contractor and all listed licensed subcontractors.
3. **Application Review.** The Building Permit Application will be date-stamped and receive a preliminary review for completeness. If the Building Permit Application submittal is incomplete, the reviewer must promptly notify the Applicant in writing of the items, which must be provided. If the Building Permit Application submittal appears complete, the reviewer should provide written acknowledgement to the Applicant. When the application is deemed complete, it is submitted to UF EH&S for final review and approval.

**DOCUMENT REVIEW.** The Building Code Administrator must ensure those construction documents submitted with the Building Permit Application are reviewed for compliance with all applicable codes and standards. Once reviewed, the plans and specifications must be stamped "Reviewed for Compliance"; then signed and dated by the Building Code Administrator.

1. **Codes & Standards.** The minimum applicable codes and standards are listed in Section 553.19, F.S. and Section 553.73, F.S. The Florida Building Commission, by revising their Rule 9B-3.047, F.A.C. may adopt later versions of these minimum codes. The list of currently Applicable Codes and Standards must be included with the Building Permit.
2. **Plans Examiners.** The construction document must be reviewed for compliance with applicable codes and standards by UF EH&S.
3. **Signature/Seals.** If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, these documents must be signed and sealed by the Architect/Engineer of Record. If the level of work does not require the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, and no professionals were involved in the preparation of the documents, the documents must be prepared and signed by the licensed contractors, including state license numbers.
4. **Requirements.** The construction documents must be reviewed for compliance with Florida Statutes and the Applicable Codes and Standards which include the following:
  - a. **Construction Documents:** Some requirements are in Section 553.79(6), F.S.
  - b. **Threshold building:** In accordance with Section 553.79(7), F.S. the Building Code Administrator must require a statement by the Architect/Engineer of Record on the plans that, "to the best of the architect's or engineer's knowledge, the plans and specifications comply with the applicable minimum building codes and the applicable fire safety standards...".
  - c. **Calculations:** Any calculations (e.g., structural) required to demonstrate compliance or present the basis for compliance with Florida Statutes and the applicable codes and standards must be properly reviewed.
  - d. **Reports:** Any reports (e.g., soils) required to demonstrate compliance or present the basis for compliance with Florida Statutes and the applicable codes and standards must be properly reviewed.

**Building Permit.** The Building Code Administrator must issue a Building Permit to applicant for the project specified on the Building Permit Application or provide a written explanation to the applicant. Once the Building Permit is issued, the applicant will become the permit holder.

1. **Prerequisites.** The Building Code Administrator must issue, unless otherwise justified, a Building Permit to the applicant for the project specified on the application once the following are met:
  - a. **Proper application.** The required application forms and attachments must be properly completed and submitted by the applicant.

- b. **Document review.** The construction documents must have been reviewed and found to be in compliance with Florida Statutes and the applicable codes and standards. Also, two of the sets of documents must bear the "Reviewed for Compliance" stamp, signed and dated by the Building Code Administrator.
  - c. **Contractor's licenses.** The Building Code Administrator must secure a copy of the state license for the applicant before issuing the Building Permit and for each of the other contractors before they begin work on the project.
  - d. **State Fire Marshal (SFM).** If required, the university must submit the construction documents to the SFM for review and approval. The university must receive written approval and a stamped set of construction documents from the SFM. A copy of this approval must be provided to the Applicant for submission with the Building Permit Application.
  - e. **Florida Department of Environmental Protection (FDEP).** If review and approval of the documents by the FDEP is required, a copy of the approval letter must be attached to the Building Permit Application.
  - f. **Flood Plain.** The civil engineer of record must certify that the project, as designed, complies with the FEMA criteria for flood plain management included in CFR Title 44, Chapter 1, Part 60.
  - g. **Threshold Buildings.** For threshold buildings, the university must secure the structural inspection plan from the architect or engineer of record. In accordance with Section 553.79(5)(a), F.S., "the purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector must inspect the shoring and reshoring for conformance with the shoring and reshoring plans submitted to the enforcing agency."
2. **Permit Content.** In addition to the same basic information about the applicant, the project, the Architect/Engineer of Record, and subcontractors which appeared on the Building Permit Application, the Building Permit must also include the following:
- a. **Notice.** "In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies."
  - b. **Asbestos.** Building Permits for the demolition or renovation of an existing structure must contain an asbestos notification statement which indicate the owner's or operator's responsibility to comply with the provisions of Section 469.003, F.S., and to notify the Department of Environmental Protection of his intentions to remove asbestos, when applicable, in accordance with state and federal law.
  - c. **Signature.** The Building Permit becomes active when signed and dated by the Building Code Administrator.