



# UNIVERSITY OF FLORIDA CERTIFICATE REQUEST APPLICATION INSTRUCTIONS

Providing a completed application will allow us to properly process your application. Failure to provide all required information will delay your certificate issuance. **If a field does not apply, input N/A in that field.** If you have questions, please call us at (352) 392-1591 and ask for the code's desk or email us at [codes@ehs.ufl.edu](mailto:codes@ehs.ufl.edu)

## SECTION I – Applicant Information

1. Check the appropriate box of whether this application is by a contractor or a State agency employee.
2. Qualifier/Company Information – **required fields.**
  - a. If contractor, list all the requested information. Qualifier name and email address is required – do not provide any other name or email address for these fields.
  - b. If State Agency, list all the information for the employee responsible under the fields with an asterisk.
3. Authorized Designee – not required fields.
  - a. These fields are for an authorized contact to be listed on the permit to be notified of any deficiencies that need to be resolved for application and plans review in addition to the Qualifier. They will also be notified when the permit is ready.

## SECTION II – Type of Certificate Being Requested

1. Check only one box for the Certificate being requested – **required.**
2. The difference between the certificates is:
  - a. Certificate of Completion – Issued for remodels, renovations, and shell buildings.
  - b. Certificate of Occupancy – Issued for new construction or change of use.
  - c. Temporary Certificate of Completion – Issued for remodels, renovations, and shell buildings.
  - d. Temporary Certificate of Completion – Issued for new construction or change of use.
    - i. Temporary Certificates: The Building Official may authorize a temporary certificate prior to the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

## SECTION III – Required Temporary Certificate Information – **required when requesting a TCC or TCO**

1. Provide information regarding the deficiencies needed that is preventing the issuance of a Final Certificate. Attach extra pages if needed.
2. Provide a length of time that is being requested to correct the deficiencies noted.

## SECTION IV – Applicant Statement

1. Read the applicant statements.
2. If signing digitally, the digital signature shall have the time stamp – which locks the document when applied. The digital signature must be able to be verified or the application will be sent back. The Qualifier or an agent authorized by the Qualifier may sign the application or the State agency employee completing the application. If authorized agent signs, a Signature Authorization Form signed and notarized by the Qualifier shall be submitted with this request or on file at EH&S for all Agents. The appropriate digital signature shall look like the example signature below:

John  
Smith

Digitally signed  
by John Smith  
Date: 2020.03.26  
17:50:29 -04'00'

3. If unable to apply the appropriate digital signature, applicant may physically sign, print their name, and date the application. The Qualifier or an agent authorized by the Qualifier may sign the application or the State agency employee completing the application. If authorized agent signs, a Signature Authorization Form signed and notarized by the Qualifier shall be submitted with this request or on file at EH&S for all Agents.
4. **Item #2 or #3 is required to process your application.**
5. **UPLOAD THIS FORM UNDER THE PERMIT FILE IN CITIZENSERVE ONLY. DO NOT EMAIL THIS APPLICATION – THIS WILL DELAY YOUR APPLICATION.**



# UNIVERSITY OF FLORIDA CERTIFICATE REQUEST APPLICATION

- Permit#: \_\_\_\_\_
- Complete all applicable sections below (Print Clearly or Type). If a field does not apply, input N/A.
- **UPLOAD THIS FORM UNDER THE PERMIT FILE IN CITIZENSERVE.**

## SECTION I – Applicant Information \_\_\_\_\_ Contractor \_\_\_\_\_ State Agency\* (UF, UNF, SBAC, FSDB)

\*Provide the contact information for the State employee responsible for the permit.

Qualifier or Agency*:	FL Contractor’s License #:		
Company Name*:	Qualifier Email*:		
Company Address*:	City:	State:	Zip:
Company Phone*:	Authorized Agent:		
Agent Phone:	Agent Email:		

## SECTION II – Type of Certificate Being Requested

<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Temporary Certificate of Completion**	<input type="checkbox"/> Temporary Certificate of Occupancy**

**\*\* THE APPROVED TEMPORARY CERTIFICATE SHALL BE POSTED AT THE PREMISES WHERE IT IS READILY VIEWABLE BY THE BUILDING OCCUPANTS AT ALL TIMES WHILE THE BUILDING OR SPACE IS OCCUPIED.**

## SECTION III – Required Temporary Certificate Information

List the deficiencies and/or hardship preventing the issuance of a Final Certificate. Attach extra pages to this form if needed.

Length of time needed for the Temporary Certificate to correct deficiencies and obtain a Final Certificate:

## SECTION IV – Applicant Statement

**FOR TEMPORARY CERTIFICATE:** I, the undersigned contracting Qualifier, or authorized agent of the contracting Qualifier, or State agency employee acknowledge that when requesting a Temporary Certificate, the Certificate shall be posted at the premise where it is readily viewable by the building occupants at all times while the building or space is occupied and failure to post the issued Temporary Certificate will result in the revocation of such Certificate and the building or space shall be immediately vacated. I also acknowledge that the Temporary Certificate is time-limited and shall apply for Final CC, CO, or extension of the Temporary Certificate five (5) business days prior to the expiration date on the issued Temporary Certificate.

**FOR CERTIFICATE OF COMPLETION/OCCUPANCY:** I, the undersigned contracting Qualifier, or authorized agent of the contracting Qualifier, or State agency employee state that, to the best of my knowledge, all work completed complies with the Florida Building Code and Florida Fire Prevention Code in effect at the time of permit issuance and per the approved plans. I also state that all Final Inspections have been completed, the final signed & sealed Threshold Inspector reports have been submitted (if required), and there are no outstanding deficiencies that will prevent the building from being safely occupied.

Applicant  
Signature\*:

Printed Name:

Date:

NOTE: If authorized agent signs, a Signature Authorization Form signed and notarized by the Qualifier shall be submitted with this request or on file at EH&S for all Agents.