



UNIVERSITY OF FLORIDA EARLY START APPLICATION INSTRUCTIONS

Providing a complete permit application will allow us to properly process your application. Failure to provide all required information will delay your permit 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

- **Instructions and application print on 8.5" x 14" paper.**

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 Agent – 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 – Project Information

1. Provide the project information as requested – **required fields**
 - a. **Do not provide a UF Health building number – UF Health numbers are alphanumeric.**

SECTION III – Application Type – WORK STARTING BEFORE PERMIT ISSUANCE (EARLY START)

- This application is for an **EARLY START ONLY**. Read below to understand what an Early Start is before applying.

Upon approval of the building official, the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection. **No inspections shall be performed until a permit is issued.** FBC – Building 105.12

SECTION IV – Required Submittals – **required at time of application.**

- Provide all the required documents in this section as **separate attachments** when submitting the application.

SECTION V – Applicant Statement

1. Read the applicant statement.
2. 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.
3. The application shall be notarized before submitting the application.



UNIVERSITY OF FLORIDA
EARLY START
APPLICATION

- Permit#:
Complete all applicable sections below (Print Clearly or Type). If a field does not apply, input N/A.
Application prints on 8.5" x 14" paper.
SUBMIT completed application to: codes@ehs.ufl.edu

SECTION I - Applicant Information

Contractor State Agency* ** (UF, SBAC, FSDB)

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

** State Agency employees may apply & sign for projects valued up to \$200,000 per Florida Statute 489.103(3).

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 - Project Information

1. Provide only one UF, UNF, SBAC, or FSDB building number & address per application. 2. Provide the UF, UNF, SBAC, or FSDB project name & number.

Project Name: Project #
Building Name: Building #
Project Address: City: State: Zip:

SECTION III - Application Type - WORK STARTING BEFORE PERMIT ISSUANCE (EARLY START)

Upon approval of the building official, the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection. No inspections shall be performed until a permit is issued.
FBC - Building 105.12

SECTION IV - Required submittals to be submitted at time of application.

- 1. Completed Building Permit Application for full scope of work
2. Subcontractor's List - if applicable and Certificates of Insurance
3. Complete full scope plan submittal with all associated documents

SECTION V - Applicant Statement

I, the undersigned contracting Qualifier, authorized agent of the contracting Qualifier, or State agency employee have read and acknowledge Section III and have submitted the required submittals as required in Section IV above.

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.

STATE of ; County of ; Sworn to (or affirmed) and
subscribed before me on this day of , 20 by,
(printed name of Licensed Qualifier, Authorized Agent, or State
Employee) that is personally known by me or has produced
as identification.

Notary Signature:

Notary Seal