



# UNIVERSITY OF FLORIDA PHASED PERMIT APPLICATION INSTRUCTIONS

Providing a completed 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 to your permit, 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)

- **Instructions print on 8.5" x 11 & application prints 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 – PHASED PERMIT

- This application is for a **PHASED PERMIT ONLY**. Read below to understand what a Phased Permit is before applying.

After submittal of the appropriate construction documents, the building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted. The holder of such permit for the foundation or other parts of a building or **structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.** Corrections may be required to meet the requirements of the technical codes. FBC–Building 105.13

## 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
PHASED PERMIT
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, UNF, 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 – PHASED PERMIT

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SECTION IV – Required Submittals – Required at time of application

- Proposed phased design schedule, detailing the scope of work and submittal dates of each expected construction phasing.
Completed Universal Building Permit Application for full scope of work – Detailing scheduled construction phase.
List of drawings and documents needed for the requested phase of construction.
a. Number of attached sheets
Overall Phase layout plan. Submittal of a Life Safety Plan as requested.
Plans and documents for review based on first phased request

NOTE: An amended universal building permit application is required to be submitted to EH&S with each additional phase start request. Construction plans may need to be provided based on overall project review submittals. Commencement of the next phase shall not start until all applicable plans and documents have been approved by EH&S.

SECTION V – Applicant Statement

I, the undersigned contracting Qualifier, or authorized agent of the contracting Qualifier 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