



UNIVERSITY OF FLORIDA UNIVERSAL BUILDING PERMIT 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 to your permit, type 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

- **If needed, instructions & 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 Contact Information

1. Provide the contact information for the project manager employed by UF, UNF, SBAC, or FSDB – **required fields.**
2. Provide the Architect or Engineer information if signed & sealed plans are part of the scope of work.

SECTION III – Project Information

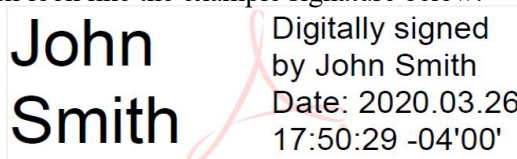
1. Provide the Project name and number as given by the UF, UNF, SBAC, or FSDB project manager – **required fields.**
2. Provide **only one** UF, UNF, SBAC, or FSDB building name, number, and address – **required fields.** SBAC applicants, list the SBAC school site for building name and provide the applicable SBAC building number. If you do not know the building number, contact your PM. **Do not provide a UF Health building number – UF Health numbers are alphanumeric.**
3. Select/provide the type of permit you are applying for – **required field.**
4. Select/provide the building occupancy for the building having work done in – **required field for new structures, renovations, and alterations.** Contact the Architect or Engineer of record if you don't have this information or refer to Chapter 3 of The Florida Building Code for the appropriate occupancy.
5. Provide room numbers and sq.ft.
6. Provide the total project valuation cost – **required field.**
7. Provide a brief, detailed summary of work – **required field.**

SECTION IV – Required Submittals

1. Provide plans for the scope of work. Most plans have already been reviewed and approved before the permit application is received by EH&S. Contact your project manager to verify if the plans have been reviewed or submitted for review. If not, attach plans as a separate file from any documents when submitting permit application.
2. Any applicable form – see forms at: Forms are found at: <https://www.ehs.ufl.edu/forms/building-code-forms/>. For new construction, and most renovations & alterations provide a sub-contractor's list (if required), Florida Product Approval Info Sheet if replacing any exterior glazing, door, siding, or roofing – see form for list of required submittals and Notice of Commencement – **EH&S will contact the applicant if a NOC is required**, or High Velocity Zone Uniform Roofing Application (Miami Dade & Broward Counties only).

SECTION V – Applicant Statement

1. Read the applicant statement.
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. **ALL APPLICATIONS SHALL BE SUBMITTED TO: codes@ehs.ufl.edu**



UNIVERSITY OF FLORIDA
UNIVERSAL BUILDING PERMIT
APPLICATION

New Permit
Permit Amendment – Permit #: _____

- Complete all applicable sections below (Print Clearly or Type). If a field does not apply, input N/A.
If needed, 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 Contact Information*

*Provide the State Agency Project Manager Responsible for the permitted project.

PM Name*: _____ Design Prof.: _____
PM Phone*: _____ Design Prof. Phone: _____
PM Email*: _____ Design Prof. Email: _____

SECTION III – 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 Street Address: _____
Permit Type: _____ Room #'s: _____
Building Occupancy: _____ Project Area (Sq.ft.): _____
Project Valuation (Include cost of all equipment, labor & owner furnished items.): \$ _____
Description of work being performed (Provide detailed summary – “see attached” is not acceptable.): _____

SECTION IV – Required Submittals

- Provide plans for the scope of work.
Any applicable form – see instructions.

SECTION V – Applicant Statement

Application is hereby made to obtain a permit to perform the work and installations as described above. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. All work shall comply with the edition of the Florida Building Code and all applicable codes and standards in affect at the time of application. This application is valid for 180 days upon the date received by the Building Department and shall be deemed to have been abandoned 180 days after the filing, unless such application has been pursued in good faith or a permit has been issued. I waive my right to limit EH&S from requesting additional information more than three times when reviewing this application. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction.

Applicant Signature **: _____ Print 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.