

## UCF Building Code Office Permit Procedures

Welcome to the UCF Building Code Office (BCO). To obtain a Permit please see the four (4) steps below. This outline applies to **\*most\*** jobs. Provisions for special circumstances must be arranged **in advance** with the Building Official. Plans dropped off without all the necessary forms, information, or payment **will not be processed**. A summarized checklist follows at the end of this document.

For the purpose of this document “Code” is meant to include all applicable codes and standards including but not limited to the Florida Building Code, Florida Fire Prevention Code, Florida State Statute and Florida Administrative Code.

Individual permit applications are not needed for sub contractors covered under the scope of work of the Contractor of Record. All sub-contractors must be listed on the Contractor of Record’s permit application. In all other cases individual plans, review, and permit applications will be required for each scope of work.

Florida State Fire Marshal review, where required, is done separately. The plans are still delivered to and processed through the UCF BCO office. A separate invoice is sent by the State Fire Marshal to be paid directly by the project. Please indicate the project manager or responsible billing entity in the “Fees” section of the State Fire Marshal Application for Plan Review Form.

### How to obtain a permit:

#### Step 1: Verifying Permit Ability

Verify you are authorized to work on the University of Central Florida Campus. Work requested in campus buildings must have a valid Facilities Planning Capital Project number (UCF#) or Minor Project number (MP#) and project manager. Those without either of these must have approval from Facilities Planning & Construction (FP&C) agreeing the work is exempt. The exception for a project number may apply to projects such as those by Facilities Operations for Work Requests, Energy and Sustainability Improvements, or to private properties like the UCF Foundation and UCF Greek Park Private Facilities. A project manager contact is still required for all projects.

Verify you have one of the following:

		Project #	UCF or Private Project Manager
<input type="checkbox"/>	UCF#		
<input type="checkbox"/>	MP #		
<input type="checkbox"/>	WO#		
<input type="checkbox"/>	Exempt Approval from FP&C		
<input type="checkbox"/>	Exempt as Private Property	An “OC#” will be assigned by the BCO	

## Step 2: Submitting Documents for Review

Deliver approved plans to the UCF Project Manager for transmittal to the BCO (private properties may submit direct). Provide a minimum of three (3) sets of hardcopy plans and documents\* (signed and sealed as required by Code) outlining the complete scope of work for plans review. Note for UCF campus facilities, you must also meet all UCF Standards in addition to meeting Code. The standards and other applicable construction information can be found at: <http://www.fp.ucf.edu/>. Contact the UCF BCO in advance if you feel you have any special circumstances such as waiver of State Fire Marshal review.

Submit for document review by delivering the four (4) minimum items below in hardcopy to Facilities and Safety Building 16, room 127. Forms are available on this website and at the UCF BCO office: <http://www.ehs.ucf.edu/forms.html>

1. Three minimum (3) sets of complete Plans and Design Documents\*
2. One (1) Document Review Request form or one (1) Documents Review and Inspection Fee Proposal form.
3. State Fire Marshal Application for Plans Review form (as applicable)
4. Payment by UCF Account transfer or check made out to the University of Central Florida for Building Code Plans review fees. The Fee Curve is located at the UCF BCO website above or you can call the office to confirm should you have any questions. You may pay only the Building Code Plans Review portion of the fees at the time of document submittal but the remainder is due prior to permit being issued. The State Fire Marshal invoices additional fees separately and these are paid directly to Tallahassee.

\*Note, you may also elect to provide a 4<sup>th</sup> set of plans and documents for concurrent review for FBC while the 3 record plans are sent to Tallahassee for fire review.

Submittals with incomplete or missing forms or lacking sufficient copies will not be accepted. The following are examples of typical issues which will result in the review process being stopped until corrected:

- Incorrect or missing applicable code information.
- Inadequate or missing details or incorrect facility information.
- For UCF Standard projects, missing electrical or HVAC load approvals where required.

You may also elect to file the Permit Application form and the additional attachments at this time, see Step 3. It will remain in the file for use when the plans are approved and save you additional trips to this office.

## Step 3: Applying for Permit

You will be notified when plans are approved. Building code only review generally takes 7 – 10 business days. SFM plans review is general a minimum of 30 days. Once you are notified your plans are approved, you may file for permit by using the Building Permit Application form located at: <http://www.ehs.ucf.edu/forms.html>. Submit all of the following items which are required prior to permit being issued.

5. **Building Permit Application form** signed\*\* by the license holder (\*\*front and back, 2 signatures total):
6. **Certificate of Liability Insurance** that is workers comp inclusive (or proof of exemption). This information is required for the Contractor of Record and **all** subcontractors. **UCF must be listed as the Certificate holder** on all insurance certificates.
7. **Copy of a State of Florida License** as applicable to the scope of work.

#### **Step 4: Receiving Permit**

When **Steps 1-3** above are complete and **Items 1-7** are received you will be notified when the permit is ready. A permit card is generally ready within 2 days after filing the permit application on approved plans with all the required copies of contractor information.

The license holder must come to the UCF BCO office to sign the permit card in person or provide a designee with a **notarized, job specific** Power of Attorney (POA) authorizing them to sign.

Any remaining fees are due before signature and Permit release from the office. The Permit card and a copy of the approved plans are required on the construction site.

### **Summary of Forms and Information Needed for Permit:**

Verify your are approved to do the work and apply for document review with:

- UCF Project Number and Project Manager or Exemption
- 3 Minimum Sets of Record Plans and Documents
- Document Review Request Form
- State Fire Marshal application for plans review form (as applicable)
- Building Code Payment

Once plans are approved:

- Permit Application Form
- Contractor's Insurance information with UCF Listed
- Contractor's License Information

Once Permit is ready:

- Pay any remaining fees
- Sign for permit card by license holder or POA designee

For Inspection procedures please see the links on the Building Code Information Page.

If work is discovered that should have had a permit, the responsible entity will be contacted and advised that they are in violation of the Florida Building Code and UCF construction procedures. They will be required to go through the permit process with double fees applied.

When the project is complete, an Application for Certificate of Completion/Occupancy form (hardcopy) must be submitted to the BCO. The project\file will be reviewed and the Certificate issued if all required criteria have been met. If not, the application is denied and an additional request will need to be submitted after the incomplete items have been resolved.

All forms and documents associated with the permit process must be provided hardcopy to the UCF Building Code Office, with transmittal or associated documents as required. The office staff are not able to routinely print and reproduce items required for processing.

If you have any questions, please contact the UCF Building Code Office **prior** to submitting plans for review. Additional Information is located on the department web site:  
<http://www.ehs.ucf.edu/>