



Permitting Procedure

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APPLICABILITY

This procedure establishes and implements a building code enforcement program for the University of Central Florida (UCF) to safeguard life and welfare in the construction setting within the UCF community. Our commitment to safety is provided through the State of Florida's implementation of the Florida Building Code and the application of the performance-based standards it contains.

The following policies and procedures apply to all UCF entities, vendors, contractors, sub-contractors, architects and engineers who work on university- owned or operated facilities and university-affiliated Direct Support Organization facilities.

PROCEDURE STATEMENT

Any owner or authorized agent planning to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact resistant coverings, electrical, gas, mechanical or plumbing system, or to cause any such work to be performed which is regulated by the Florida Building Code, must first apply to the building official and obtain the required permit. No construction will begin until a building permit has been issued and appropriate fees have been received.

It is UCF's policy to maintain a safe and healthy campus and to conduct all university-related activities in compliance with the Florida Building Code & Florida Fire Prevention Code.

DEFINITIONS

Building Codes. A series of ordinances enacted by the state/local government establishing minimum requirements that must be met in the construction and maintenance of buildings.

Building Inspection. An inspection performed by a certified building inspector to make professional judgments to ensure building code requirements are met throughout different stages of completion.

Building Permit Applications. A formal approval and review process to ensure that the plans for construction comply with construction standards.

Building Re-inspection. A repeat inspection carried out after a previous inspection did not meet building code. Re-inspection fees apply.

Cost of Work. The total value of the work covered by the permit, including design, materials, equipment and labor. This shall include the fees charged by UCF IT, if a separate permit is not secured.

Final Inspection. The last step to ensure that the construction meets the requirements of the building code.

Permit. A license to proceed with the work.

State Fire Marshal (SFM). The authority having jurisdiction for Florida Fire Prevention Code requirements.

Stop Work Order. A written or electronic notice for a contractor or owners' representative to cease all work occurring at a location, depending on severity of the violation this could apply to all permits issued to the contractor.

Time of Inspections. Inspections and re-inspections shall be made during the established regular working hours (8:00 a.m. to 4:00 p.m.), except when special circumstances prohibit inspection during this period, additional fees apply.

UCF Building Department(UCFBD). The university department responsible for reviewing all for permitting and reviewing all proposed work, to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system.

PROCEDURES

The following Building Department procedures are required for any construction on university property.

1. Permit Application Process

- o All university and Environmental Health and Safety (EHS) approvals must be received prior to permit submittal by the applicant. Permits without appropriate university approvals may be revoked and permit fees forfeited. An EHS approval email must be submitted with the permit documents for all laboratory projects.
- o Permit applications are submitted online through the [Citizenserve](#) portal, paper documents are not accepted.
- o Permit applications must be fully completed. Incomplete applications will delay review.
- o Cost of Work includes total value of the work covered by the permit, including design, materials, equipment and labor. This also includes the fees charged by UCF IT, if applicable .
- o For all internal UCF entities payment is made by account transfer, For outside entities, payment is by check only and requires prior Building Department approval. Checks are to be made out to the University of Central Florida, Building Department.
- o Applications will not be accepted without payment information
- o Prior to issuance the contractor is required to provide insurance information, with UCF listed as additionally insured and include the contractor and sub-contractor information.
- o All submitted design documents must identify the designer on the document.
- o Plans requiring Florida State Fire Marshal (SFM) review.
 - Complete the State Fire Marshal's [Application for Plan Review](#) and upload with your documents.
 - SFM fees are in addition to the plan review fees charged by the Building Department and billed directly to the project manager by the SFM. SFM fees are non-refundable.
 - SFM document review time is a minimum of 30 days.
- o Documents will be reviewed in the following timeframes by UCFBD.

- Under \$2 million in project cost: 7 working days for each submission.
 - Over \$2 million to \$8 million in project costs: 15 working days per submission.
 - Over \$8 million in project costs: 20 working days per submission
- o Time limitation of application.
An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of submittal, if comments have not been answered. The building official is authorized to grant one or more extensions of time for periods not to exceed 90 days each. The extension must be requested in writing and with demonstrated justifiable cause.

2. Permit Intent

- o Every permit will become invalid unless the work authorized commences within six months after its issuance, or if the work is suspended or abandoned for a period of six months after the last inspection.
- o If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction must be obtained before proceeding with the work.
- o If a new permit is not obtained within 180 days from the expiration date, the building official is authorized to require any work which has commenced or has been completed, be removed from the building site.
- o Work will be considered to be in active progress when the permit has received an approved inspection within 180 days.

3. Payment of Permit Fees

- o Fees will be calculated in accordance with the established Permit Fee Schedule. Additional fees, as mandated by state statute, will be included, in addition to the normal fee schedule, see **Appendix A**.
- o Fees must be paid by Work Tags, applicants may pay by check made payable to The University of Central Florida, under special circumstances, with prior approval.
- o All fees for additional services not covered by the permit fee will be billed directly to the responsible party.

- o Temporary Certificate of Occupancy fees must be paid by check by the contractor, or a specific request to pay by Work Tags must be submitted by the UCF entity responsible for the work, to the building official (portfolio manager or director, and above).
- o After Hours Inspection fee's must be paid by check, by the contractor, or a specific request to pay by Work Tags must be submitted, by the UCF entity responsible for the work, to the building official (portfolio manager or director, and above).

4. Cancelled Projects:

- o If a permit is requested to be cancelled, an inspection is required to confirm that no work has occurred.
- o Once the services have been rendered Building Department collected fees are non-refundable.
- o Forty-five percent of the inspection portion of the Building Department fees may be refunded if no inspections have been completed.
- o If any work has been completed on the project, the site must still be inspected for continued safety and code-compliant conditions. Inspection charges will be applied to the project.
- o No refunds will be made on collected fees in the amount of \$500 or less; these fees will be retained to cover Building Department administrative costs.

5. Plan Review

- o Documents are to be submitted in [Citizenserve](#), all documents must be in PDF format and submitted in separate files by discipline.
- o A revision cannot be submitted until the initial review is complete and comments have been addressed. Revisions will not be accepted if submitted with comment responses.
- o Please see **Appendix B** for Revision procedures.
- o Expedited reviews are available for an additional fee. The fee applies to one

review cycle.

6. Building Inspection

- o Each permit fee covers a limited number of inspections per permit category. These inspections are covered under the Building Department Permit Fees and represent no charge to the contractor.
- o All construction work for which a permit is required will be subject to inspection by the building official and/or designated building inspector.
- o Construction work is to remain accessible and exposed for inspection purposes until approved. The applicant is required to provide access to the area including all associated ladders, lifts or similar support equipment on the scheduled day of inspection. All test equipment must be provided by the contractor.

7. Inspection Process

- o Inspections must be requested a minimum of 48 hours in advance.
- o Inspections are scheduled during regular hours Monday to Friday from 8:00 a.m. to 4:00 p.m.
- o Holiday, same day and after-hours inspections are available for an additional fee, paid by the contractor, payable prior to scheduling the inspection. These inspections require a minimum of 48 hours' notice, unless specific requirements are set.

8. Contractor

- o Schedule inspections through the [Citizenserve portal](#).
- o Inspections are to be scheduled according to the qualifying criteria as related to each of the disciplines.
- o To prevent unnecessary re-inspection fees the contractor must verify that all prior approvals have been obtained, that all pertinent conditions have been met, and all work is code-compliant prior to scheduling inspections.
- o All permitted work must be completed, and all outstanding fees must be paid prior to scheduling of the final inspection.

- o Contractors must have all approved construction documents onsite.
- o Contractor must be onsite for the inspection.
- o Contractors must post permit cards at the jobsite.

9. Inspection/Re-inspection Cancellations

- o Inspections cancelled after 4 p.m. the business day prior to the inspection day will be subject to a re-inspection fee.

10. Re-inspection Process

11. Re-inspection Fee Assessment

Re-inspection fees may apply for each inspection or re-inspection when portions of the work for which the inspection has been scheduled is not complete.

A re-inspection fee may also be assessed when:

- o The approved plans are not onsite, readily available to the inspector.
- o Work was not completed per the approved plans.
- o Work is improper or incomplete.
- o Adequate access or access to equipment is not provided.
- o There is a system malfunction.
- o Non-specified materials are used.
- o Items on the correction notice have not been corrected.
- o Access was not provided on the date and time for which the inspection was requested.
- o There is deviation from plans requiring the approval of the building official.

12. Contractor Responsibilities

- o The contractor is responsible for tracking their permit submittals, plan

reviews, requesting inspections and providing this information to the UCF project manager.

- o The contractor is accountable for all re-inspection fees.
- o All re-inspections shall be scheduled.
- o The construction representative may schedule a re-inspection as soon as the failed inspection's corrections are completed and the fee paid.
- o Payments shall be made by check only; cash payments are not allowed.
- o Re-inspection checks are payable to the entity who is performing the re-inspection: the vendor or UCF, as appropriate.

13. Delinquent Payments

- o No additional inspections will be performed until all fees are paid. A Certificate of Completion, Temporary, or Final Certificate of Occupancy will not be issued for a project with any outstanding fees due on any permit associated with the project.
- o No final inspection will be performed on a permit that has any outstanding fees.

14. Working Without a permit

Any work requiring a permit that has commenced prior to issuance of a permit from the UCF Building Department will incur a Stop Work Order and a penalty will be applied. The penalty will be \$550 for the first occurrence, \$1,100 for the second and \$1,650 for the third. The Stop Work Order will not be lifted until payment is received. Upon the third instance the UCF representative will be referred to the proper university group for review and the contractor will have a state licensing complaint filed against them.

15. Unlawful Continuance

Any work continued after having been served with a Stop Work Order, except work that is to remove a violation or unsafe condition, will be subject to penalties as defined by law and enforced by the building official.

16. Certificate of Completion (CC)

When all final inspections are approved and entered in the system, a Certificate of Completion is applied for through the Citizenserve portal.

17. Certificate of Occupancy (CO)

Prior to occupancy of a new building or a change in occupancy classification, the Building Department will issue a Certificate of Occupancy.

The permit holder is required to apply for Certificate of Occupancy after completion of a new building, building addition, or a renovation if an occupancy change occurred.

A Certificate of Occupancy is applied for through the [Citizenserve portal](#).

After all final inspections have been passed, upload the following documents with the application:

- o A letter from the permit holder stating the construction has been completed in accordance with the approved plans and specifications.
- o A letter from the architect or engineer of record stating all code related RFI's have been submitted as revisions and approved by the UCF Building Department.
- o A copy of the State Fire Marshalls final inspection approval letter.
- o A copy of the elevator inspectors approval report.
- o A preliminary commissioning report approved by the engineer of record.
- o All special inspectors or threshold inspector final reports.
- o Additional documents may be required.

18. Temporary Certificate of Occupancy (TCO)

A Temporary Certificate of Occupancy is applied for through the [Citizenserve portal](#). A TCO is valid for 30 days, if the TCO must be extended a new application and fee is required.

Please upload the following documents with your application.

- o An approved final inspection letter from the State Fire Marshalls Office.
- o List of completed inspections and a written description of what is still outstanding.
- o A T&B report approved by the engineer of record or a list of issues.
- o A floor plan showing area to be included in TCO and the exits from the space.
- o Requires the application fee be paid prior to issuance, by the contractor.
- o Additional documents may be required.

RESPONSIBILITY

By the authority delegated from the university president, the UCF Building Department and its building official will ensure compliance with the Florida Building Code.

ASSOCIATED DOCUMENTS

PERMITTING FEES Appendix A.
DOCUMENT REVISIONS Appendix B.

Appendix A

Permit fee schedule Effective 8/3/2020

Cost of Work	Total Building Permit Fee
\$0 to \$1,000	\$100.00 Flat Fee
\$1,000.01 to \$10,000	\$150.00 Flat Fee
\$10,000.01 to \$50,000	\$150.00 for the first \$10,000. plus \$24 for each additional thousand or fraction thereof to and including \$50,000
\$50,000.01 to \$250,000	\$1,110 for the first \$50,000, plus \$17.00 for each additional thousand or fraction thereof to and including \$250,000
\$250,000.01 to \$1,000,000	\$4,510.00 for the first \$250,000 \$250,000, plus \$11 for each additional thousand or fraction thereof, to and including \$1,000,000
\$1,000,000.01 to \$5,000,000	\$12,760 for the first \$1,000,000, plus \$8.50 for each additional thousand or fraction thereof, to and including \$5,000,000
\$5,000,000.01 to \$12,000,000	\$46,760.00 for the first 5,000,000, plus \$6 for each additional thousand or fraction thereof, to and including \$12,000,000
\$12,000,000.01 and up.	\$88,760.00 for the first 12,000,000, plus \$3.50. for each additional thousand or fraction thereof

Hourly Rate for additional services

Hourly Rate Fees

All hourly rates below are based on performing work during normal business hours.

- Building, Mechanical, Electrical, Plumbing Plan Review
\$78.00 (multiple revision requests on \$150.00 permits will trigger hourly fees)
- Building, Mechanical, Electrical, Plumbing Inspection
\$78.00

Re-inspection Fees

For any inspection that is requested by the contractor but cannot be executed due solely to causes under the control of the contractor a Re-Inspection fee of 150.00 will apply. If, after inspection, it is determined that construction does not meet the minimum standards of the Florida Building Code, \$150.00 fee will apply. The contractor, not the university, is responsible for the payment of these fees.

Same Day Inspection Fee

Same day inspections are defined as inspections requested and performed during the same business day. In the event a same day inspection is performed, a fee of \$150.00 applies. The contractor, not the university, is responsible for the payment of these fees.

After Hours inspection Fee

For any inspection that is requested by the contractor that is required to be performed outside of the normally accepted work hour for a specific construction project a flat fee of \$300.00 will be charged.

Expedite Fee

To move your project to the front of the queue and have it reviewed after the current one under review is complete. A flat fee of \$550.00 is charged.

Appendix B

Department Building Department

Construction Document Revisions

Definitions

Requests for Information (RFI) are for an owner, architect and contractor to request further information from each other during construction.

Architects Supplemental Instructions (ASI) are used by the architect to issue additional instructions or interpretations or to order minor changes in the work.

Revision A change to the approved construction documents.

Procedure

1. **Requests for information (RFI)** do not require review from the Building Department or its representatives unless the response or an **ASI** represents a revision/correction to the approved plans. If the response represents a revision/correction, then that shall be submitted to the UCF Building Department as a **Revision** for plan review.
2. **Revisions** are to be submitted with a narrative to the permit in Citizenserve permitting software. Changes to the approved document are to be clouded and marked with a triangle with the revision number of the applicable item on the revised sheet. Each sheet's revision block shall reflect changes made to that sheet only.
3. Revisions will not be accepted until reviews already in progress are completed and the comments have been addressed.
4. Revisions cannot be submitted as a Conformed set.

Documents that do not meet submission requirements will be rejected.