UCF Temporary Building Permit Procedures.

Revised 4/23/20

Effective immediately all permit requests will be submitted by email to Ning Li (Phone: 407-823-5323 / email: ning.li@ucf.edu).

Incomplete submittals will be returned so please fill out every area of the application or mark as N/A.

https://www.buildingdepartment.fs.ucf.edu/wp-content/uploads/forms/Bldg-Permit-Application.pdf

Please include a completed signed copy of your permit application or revision transmittal and scanned drawings in PDF format.

We require a signed copy of the UCF requirements regarding COVID-19 for continued construction on campus, attached to all construction documents submitted for all permitted projects. Additionally, new projects will require an email from your Director, or their designee, that the project is essential.

Submittals larger than 25MB must be uploaded to an online repository. A separate upload link must be provided for approved documents so the reviewer can electronically sign and lock the PDF, then upload the secure document.

We will handle payments on a case by case basis for contractors paying by check, please contact us prior to submittal if you are not using an internal UCF payment account.

You will request inspections for permits assigned to SAFEBuilt here:

http://secure.fs.ucf.edu/PermitLookup/Default.aspx

Inspections for permits assigned to Roy Johnston may be performed with photographs, Facetime or Skype, if appropriate. Please contact Roy Johnston at Roy.Johnston@ucf.edu **48 hours** prior to request inspections.

If inspections are such that they must be performed in person and a delay is not acceptable you may schedule the inspection with SAFEBuilt for a $78.00 per hour fee.

This is a constantly evolving situation so please check back prior to submission for any changes.

Thank you,

Roy Johnston