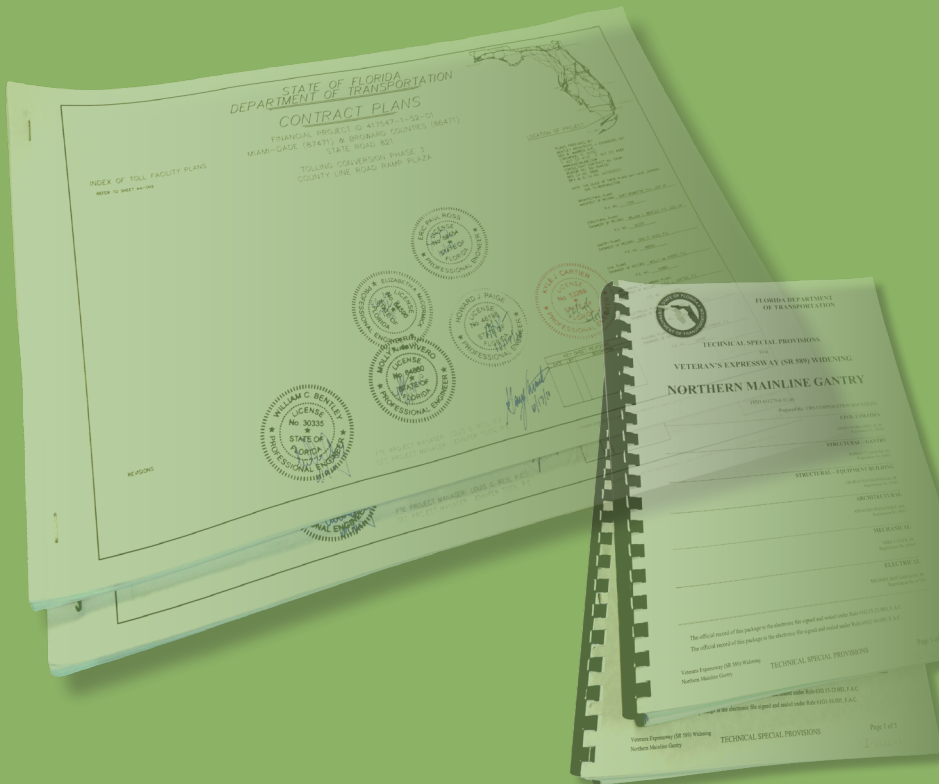




September 2022

# FTE Toll Facility Code Compliance and Permit Procedures



Florida's Turnpike Enterprise



# TABLE OF CONTENTS

- Introduction Package**
  - Introduction Letter ..... 1
  - Code Compliance Procedures ..... 2
  - Architect/Engineer of Record or Design-Build Firm Responsibility ..... 3
  - CEI's Responsibility ..... 4
  - General Contractor's Responsibility ..... 4
  - Submittal of Permit Application from General Contractor to BCA ..... 4
  - Permit Issuance ..... 5
- Requirements for Construction Phase**
  - Building Code Compliance & Inspections ..... 5-6
- Requirements for Manufactured Buildings**
  - Manufactured Buildings ..... 6
- Requirements for Project Completion Phase**
  - Certificate of Occupancy/Completion ..... 6
  - Submittal of Request of Occupancy/Completion through BCA ..... 6-7
  - Issuance of Certificate of Occupancy/Completion ..... 7
  - BCA Invoicing for Building Code Compliance Services ..... 8
  - Manufactured Toll Equipment Building requirement for  
Obtaining a Certificate of Occupancy or Completion ..... 9
  - Standards for Construction in Florida ..... 10
  - Definitions ..... 11
  - Reference Links ..... 12
  - Requirements of Permits ..... 13
- Florida Statutes** ..... 14-21
  - 553.37 - Rules; inspections; and insignia ..... 14-14
  - 553.80 - Enforcement ..... 15-21
- Agencies Regions • Region Coverage** ..... 23
- Building Official Permit Approval Forms** ..... 23-24
  - Florida's Turnpike Enterprise Building Permit for Toll Facilities
    - Plans Review and Approval Form to BCA ..... 23
    - Plans Review Project Information Form to State Fire Marshall ..... 24
- Building Permit Forms** ..... 25-27
  - Form A - Building Permit Application ..... 25
  - Form B - Code Inspection Request ..... 26
  - Form C - Certificate of Occupancy ..... 27
- Flow Charts** ..... 28-29
  - Design Bid Build ..... 28
  - Design Build ..... 29
- Building Permit, Inspection & Certificate Process** ..... 30-32
  - Project Information, Plans Review & Approval Forms ..... 30
  - Simplified Building Process ..... 31
  - Responsible Parties & Roles ..... 32
- ProjectSolve SharePoint (PSSP)**
  - Quick Reference Guide for Contractor ..... 33-36
- Contact Information** ..... 37

Congratulations! We look forward to working with you and Florida's Turnpike Enterprise during the course of this project.

Enclosed is our "Code Compliance Procedures" package containing forms and instructions that will advise you of the process and requirements relating to code compliance on your project.

The packet includes the following:

- FTE Toll Facility Code Compliance Procedures for Obtaining Permits & COs through the agencies having jurisdiction.
- FTE Manufactured Toll Facility Code Compliance Procedures for Obtaining CO through the agencies having jurisdiction.
- Standards for Construction in Florida document
- Definitions page
- Copy of Florida Statute [553.37](#) for Manufactured Buildings
- Copy of Florida Statute [553.80](#); FTE Toll Facilities & Enforcement
- Blank Form "A" Permit Application form
- Blank Form "B" Code Inspection Request form
- Blank Form "C" form for requesting your "Certificate of Occupancy" or "Certificate of Completion"
- FTE Design-Bid/Design-Bid-Build Process Flow Chart
- FTE Design-Bid/Design-Build Process Flow Chart
- FTE Building Process Flow Chart
- FTE Project Information Plans Review & Approval Forms Flow Chart
- FTE Responsible Parties & Roles Flow Chart

***Please take a few minutes to familiarize yourself with the enclosed materials.***

When submitting the request forms to our office, they need to be filled out completely, using one form for each permit; you cannot request inspections or COs for multiple permits on one form.

## IMPORTANT REMINDERS:

- All inspections must be requested via [online](#) or, if needed, [directly through the appropriate BCA office via email or fax as soon as the need for inspection is known, but no later than 3:00 p.m. ET on the business day prior to the requested inspection date. Inspections requested through the inspector will not be honored. Please copy your CEI on any emailed or faxed inspection requests.](#)
- All inspections must occur prior to work being concealed or dismantled; without the proper timely inspections, you risk your job site receiving a **Red-Tag** order to uncover any concealed work.
- The permit holder is responsible for the fees associated with re-inspections.
- Per Florida Building Code (FBC) [105.4.1](#); all permits with no activity (inspections) expire within six months of the date of permit issuance or from the date of the last inspection.
- The permit holder is responsible for any fees associated with permit expiration; plans re-submittal; permit re-issuance/re-activation, etc.

If you have any questions regarding the process or need assistance completing the forms, please don't hesitate to the [Turnpike GEC Building Permit Coordinator](#).

It is our hope that these materials will contribute to a smoother workflow, providing you with a more user friendly procedure for requesting inspections. If I can provide additional information or be of assistance with your questions or concerns about our services, now or in the future, please do not hesitate to contact the [Turnpike GEC Building Permit Coordinator](#).

**The Latest Adopted Edition of the**  
**FTE TOLL FACILITY & TEB CODE COMPLIANCE PROCEDURES**  
**to Obtain Permits & Certificates of Occupancy**  
**Through**  
**Turnpike GEC Permit Coordinator and BCA**  
**Including Amendments**  
**Dated: September 2022**  
*THIS DOCUMENT SUPERSEDES ALL PRIOR VERSIONS*

Per Florida Statute [553.80 \(1\) \(f\)](#) Enforcement, the Florida Building Code as it pertains to Toll Collection Facilities under the jurisdiction of the Turnpike Enterprise of the Department of Transportation shall be enforced exclusively by the Turnpike Enterprise through BCA that provides code compliance services for all FTE toll facilities, through the Turnpike Production GEC. Non Toll Collection facilities are facilitated through the local jurisdictions.

Gantry structures are not considered part of the toll facilities and therefore do not fall under BCA purview for plans review or inspections. Gantry structures are considered roadway structures (i.e. signs, drill shafts, MSE walls, bridge structure with lights, etc.) and all applicable plans review and inspections should be coordinated between the CEI, Roadway/EOR consultant and General Contractor responsible for these structures. The building limits of BCA inspections are 5'-0" around toll buildings, including the generator and fuel tank.

This document has been formatted in color-coded sections based on the entity the section pertains to; [AOR/EOR/D-B Firm](#), [CEI](#), [GC](#) and [Turnpike GEC Building Permit Coordinator](#).

The purpose of this document is to provide direction regarding the steps required to submit review documents, meeting all code compliance requirements for toll equipment facilities.

This document includes:

- Submittal of Permit/Plans Review
- Obtaining Permits
- Obtaining Inspections
- Obtaining Certificates of Occupancy/Completion
- Authority for Stop Work/"Red Tag" Orders

To obtain Building Permits and Certificates of Occupancy/Completion, the standard requirements outlined in this document, must be met.

## ARCHITECT OF RECORD (AOR), ENGINEER OF RECORD (EOR) OR DESIGN-BUILD FIRM RESPONSIBILITY SUMMARY:

1. Incorporation of DBPR-related code compliance language into General Notes section of construction/ demolition documents.
2. Provide accurate vertical construction cost estimate at 90% plan review phase.
3. Confirm number of tolling sites on the construction documents (include on the matrix of the plans coversheet).
4. Include language on the construction documents identifying the finish floor elevation of Toll Equipment Buildings falls 18" above the 100-year flood plain.
5. Submit 100% and applicable revisions per site signed/sealed, plans, TSP and to include the cost estimate for review by BCA through the Turnpike Tolls and Production Project Managers to the [Turnpike GEC Building Permit Coordinator](#). Separate permits are required for each site.  
**All hard-copy must be properly bound per site.**  
**All E-Submittal documents files shall be under 25mb per site.**

## AOR/EOR/D-B FIRM DETAILED REQUIREMENTS FOR PLAN REVIEW PHASE:

1. Submit 100% RFC'd approved signed/sealed FDOT plans (Florida Registration), identifying the number of tolling sites with a project cost estimate of vertical construction only, energy calculations and structural calculation, to the [Turnpike GEC Building Permit Coordinator](#). Costs estimates should be featured on the letterhead of the entity providing the estimate and should include any pertinent project information. Note; cost estimates are not shared with any other entity or person other than the agencies having jurisdiction.
  - **Hard-copy:**  
submit five sets properly bound 11"x17" per site  
(hard-copy being phased out).
  - **E-Submittals:**  
files under 24mb per site.  
All submittals shall be routed from the PM's to the [Turnpike GEC Building Permit Coordinator](#).
2. Each site must have a separate building permit (New/Renovation/Demolition) permit as construction and demolition scope may not be combined on one permit.
3. Upon permit application, the **General Contractor** will be provided with a permit card and an approved set of reviewed contract documents to initiate construction activities.
4. Upon the Building Official's review, approval and signing/stamping of the 100% RFC'd approved FDOT construction documents; the Building Official will issue a *Letter of Approval* to the [Turnpike GEC Building Permit Coordinator](#).
5. Code-compliance deficiencies will be conveyed to the [Turnpike GEC Building Permit Coordinator](#) for coordination with the **Architect of Record (AOR), Engineer of Record (EOR) or Design Build Firm**. A formal letter from the AOR/EOR/D-B firm outlining how the deficiencies have been rectified OR plans revisions sheets must be submitted to our office for review to verify the code deficiencies have been addressed.
6. Changes in scope or to the signed/sealed contract documents will require plans revision review by the Building Official/Plans Examiner. Plans revision review fees will apply. All revised documents to be resubmitted through the [Turnpike GEC Building Permit Coordinator](#).
7. All review documents shall be submitted at the "released for Construction" phase and must be accompanied with a "**Task Work Order (TWO)**" properly executed & dated.
8. It is the responsibility of the Production Project Managers to provide/procure the "**TWO**" number/ document.
9. It is the responsibility of the Production Project Mangers to provide CEI contact information to the [Turnpike GEC Building Permit Coordinator](#) when available.
10. All documents must be submitted through the Tolls and Production PM to the [Turnpike GEC Building Permit Coordinator](#).

### CEI'S RESPONSIBILITY SUMMARY:

1. Coordination with the General Contractor to provide the permitting package, received from the [Turnpike GEC Building Permit Coordinator](#)
2. Quality assurance inspections of the General Contractor's work
3. In the event of non-payment of re-inspection invoices by the General Contractor, the CEI will pay outstanding invoices and coordinate with FTE to deduct the amount of the outstanding invoice from the General Contractor's final payment

### CEI DETAILED REQUIREMENTS FOR PERMITTING PHASE:

- Upon BCA issuance of the Letter of Approval to the Turnpike GEC Building Permit Coordinator, the [Turnpike GEC Building Permit Coordinator](#) will provide the latest adopted edition of the FTE Toll Facility & TEB Code Compliance Procedures package which include the permit application forms and other permit documents to the **CEI** at the project pre-construction meeting for their coordination with the **General Contractor** to apply for the building Permit(s). All hand-off packages will require a receipt of acceptance on the CEI's behalf.

### GENERAL CONTRACTOR'S RESPONSIBILITY SUMMARY:

1. Apply for the building or demolition permit, per site, submitting all the required back-up documentation to BCA.
2. Request timely code compliance inspections online utilizing the Turnpike Construction's [ProjectSolve SharePoint](#) or using the approved forms by the cut-off times indicated only if the website is down.
3. Coordinate electronically directly with SFM to obtain all required inspections utilizing to provided information.
4. Keep the permit active by having regular inspections or "in-progress" inspections to extend the permit.
5. Post the permit conspicuously in a weatherproof permit box, available at each site, at all times
6. Maintain a full set of approved signed/sealed construction/demolition documents available at each site, at all times.
7. Ensure work is complete and meets code prior to requesting an inspection
8. Timely payment of re-inspection invoices
9. Submit timely requests for Certificate of Occupancy or Completion, on the approved forms and include all the required back-up information.

### Submittal of Permit Application from General Contractor to BCA:

The building permit application must be submitted to BCA office for processing. The application must be completed in its entirety and a copy of our Letter of Approval must be attached along with the per-site project cost estimate. Cost estimates are not shared with any other entity or person other than the agencies having jurisdiction.

- Costs estimates should be featured on the letterhead of the entity providing the estimate and should be submitted as an attachment to the permit application and include any pertinent project information. Additionally, the permit application also features a line to specify the cost estimate and should be completed accordingly.
1. Incomplete permit applications will not be accepted and will cause delays in processing your application.

*Applications to be sent via email using the approved forms by the cut-off times.*

**NORTH REGION - BCAS**

✉ [bcaservices@comcast.net](mailto:bcaservices@comcast.net)  
or be to Fax: (850) 942-2808  
☎ (850) 942-2828

**SOUTH REGION - CGA**

✉ [ningersoll@CGAsolutions.com](mailto:ningersoll@CGAsolutions.com)  
or be to Fax: (954) 921-8807  
☎ (954) 865-2432

copy of application also needs to be mailed to:

**Atkins**  
Turnpike GEC Building Permit Coordinator  
David Aguilera  
☎ [David.Aguilera@dot.state.fl.us](mailto:David.Aguilera@dot.state.fl.us)  
cc: Alfonso Chao ☎ [Alfonso.Chao@dot.state.fl.us](mailto:Alfonso.Chao@dot.state.fl.us)

2. Qualifiers **MUST** be an employee or representative of the General Contractor. The General Contractor is responsible for overseeing all subcontracted work, for all disciplines.

## Permit Issuance & BCA Signed/Sealed Construction Document Release:

3. FBC Section [109.4](#), states that work commenced prior to permit issuance is subject to penalties for commencing work prior to a permit being issued. Fees are to be assessed by the Building Official and per industry standard, will be equal to two times the permit fee.
4. Upon Permit card issuance, an electronic copy of the permit will be emailed to the permit applicant, who must be a State of Florida licensed General Contractor or qualifying agent. The hard-copy permit, and approved documents will be mailed to the permit applicant *at the address indicated on the permit application*.
5. The Permit card must be posted conspicuously at all times, at each work site, in a weatherproof permit box.
6. Per FBC [105.4.1](#); Permits with no activity (inspections) expire within six (6) months of the date of permit issuance, or six (6) months from the date of the last inspection. It is the General Contractor's responsibility to call for progress inspections in order to activate the permit and maintain the permit's active status.
7. In the event the General Contractor allows the permit to expire;
  - New 100% approved (and current DBPR-certified, in cases of manufactured buildings) construction documents must be submitted to BCA for review; plans review fees will apply directly to the General Contractor
  - New permit application(s) must be submitted to BCA for processing and issuance of new permit(s). All fees associated with re-permitting will apply directly to the General Contractor.
  - Any work that has commenced or been concealed under an expired permit and/or without the proper inspections will receive a **Red-Tag** order to stop work and require the contractor to uncover all the concealed work for inspection. **RedTag** enforcement rates will billed directly to the General Contractor. All fees associated with uncovering and re-completing the work will also be the General Contractor's responsibility.
8. During construction, the set of BCA-approved construction/demolition documents must also be maintained and protected at the construction site, at all times and accessible to the Building Official or Building Inspector. If the documents are not available at the construction site, this is considered noncompliance and poses the potential for a "Stop-Work" or "**Red Tag**" order to be issued.

## REQUIREMENTS FOR CONSTRUCTION PHASE:

### Building Code Compliance & Inspections

9. BCA requires that all buildings are constructed according to the approved FDOT, BCA approved documents and the current adopted edition of the FBC and any amendments that documents were submitted under.
10. All inspections must occur, at the appropriate time and sequence to allow the Building Official/Inspector to certify code compliance. Per the FBC [110.6](#), without the proper inspections, the Building Official has the authority to have any concealed work removed so that the work can be properly inspected.
11. Per Florida Statute 553.791 (13) the Building Official also has the authority to issue a "Stop Work" or "**Reg Tag**" order if the work is in noncompliance with the required code inspections or if the Building Official determines that the noncompliance poses an immediate threat to public safety and welfare.
12. For Existing Buildings that were previously occupied, per FBC [102.6.2](#) "The legal occupancy of any building existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code (Levels of Alterations; Chapters [7](#), [8](#) & [9](#) of the Existing Building Code), the Florida Fire Prevention Code, **or as is deemed necessary by the code official for the general safety and welfare of the occupants and the public.**"
13. Building code inspections must be requested as soon as the need for inspection is known, but no later than 3:00 p.m. ET on the **business day prior** to the requested inspection date. Contractually, BCA has three (3) business days from the date of request to conduct inspections.

14. Inspection requests must be made by completing the online request form located at <https://fdot.pbid.com/sites/turnpike/SitePages/Toll%20Building%20Code%20Inspection%20System.aspx>. If the website is down, you can request an inspection by emailing a request form to: BCAS at [bcaservices@comcast.net](mailto:bcaservices@comcast.net) or send via fax to (850) 942-2808 CGA at [ningersoll@CGAsolutions.com](mailto:ningersoll@CGAsolutions.com) or send via fax to (954) 921-8807
- Copying the CEI. Phone requests will serve as a place holder only and will not be confirmed until the completed inspection request form has been received by BCA.
15. Inspections requested through the Building Inspector **will not be honored**. Specific inspection time cannot be guaranteed, however the inspector will make every effort to accommodate an AM or PM timeframe. Inspection requests are not considered scheduled until BCA has selected an available date and time and confirmed with the requestor.
16. If the inspector arrives for an inspection and the work has not been completed, the inspection will be deemed "Not-Ready" and will receive a failure result for the inspection. A "Re-Inspection" (defined as "a follow-up inspection of rejected work") will be required. The Contractor is responsible for all fees related to re-inspections and will receive a monthly invoice, by permit number, for any incurred re-inspections.
17. If the inspector arrives for inspection and the permit card is not posted conspicuously in a permit box and readily available, the inspection will result in a failure and possible "Red-Tag" assessment. Re-inspection fees for non-compliance of conspicuously posted permit cards are the responsibility of the Contractor.
18. Non-payment of invoices will result in a delay of dispatching Inspectors for required inspections until the outstanding invoices have been paid. All invoices must be paid in full, prior to CO/CC issuance.
19. Upon completion of the inspection, inspector will upload the results to the **PSSP** the **Toll Building Code Inspection Request Application** within three (3) days.

## REQUIREMENTS FOR MANUFACTURED BUILDINGS:

### Manufactured Buildings

20. Manufactured buildings are regulated by the State of Florida Department of Business and Professional Regulation (DBPR) and all manufactured buildings must comply with the Florida Statutes 553.35-553.42 and be certified as part of the Florida Manufactured Building Program through DBPR.

In order to obtain a Certificate of Occupancy/Completion for a manufactured toll equipment building through BCA, please reference our "*Manufactured TEB Building Requirements for obtaining CO*" document for specifics.

## REQUIREMENTS FOR PROJECT COMPLETION PHASE:

**Buildings subject to provision of Fire Flow, must be installed prior to final CO. This is a separate contract administered by FTE.**

### Certificate of Occupancy/Completion

21. Per FBC [111.1](#) "no building or structure shall be used or occupied until the Building Official has issued a Certificate of Occupancy (CO) or Certificate of Completion (CC)". Permits are also not considered closed-out or complete until a CO/CC has been issued and all invoices have been paid.

### Submittal of Request of Occupancy/Completion through BCA

22. Upon passed final inspection, the General Contractor must complete and submit to BCA via email, the "Request for Certificate of Occupancy or Certificate of Completion" form C, and it must be accompanied by the following:
- A copy of the signed-off building Permit
  - A copy of the passed final inspection report
  - The State Fire Marshal's (SFM) Letter of Final Acceptance; stating all items have passed inspection



23. Temporary CO/CCs can be issued prior to the entire work covered by the permit has been completed, provided such portion shall be occupied safely. Temporary CO/CCs can be issued for periods of 30, 60 or 90 days, at the discretion of the Building Official, to allow for minor items to be completed during the designated timeframe.
24. CO/CC requests can be submitted via Turnpike Construction's [ProjectSolve SharePoint](#). All outstanding invoices (plans review fees, permit fees and inspection fees) must be paid, in full prior to CO/CC issuance.
25. Temporary CO/CCs must be requested using the same form as permanent CO/CC requests; identifying that the request is for a temporary CO/CC and indicate the duration required for the temporary certificate.
26. When the work has been completed and final inspection has passed, it is the responsibility of the **General Contractor** to follow up with BCA office to call for the final inspection and submit the required documentation in order to obtain a permanent CO/CC.
27. Passing a final inspection does not initiate the automatic issuance of a permanent CO/CC. A request form must be completed and submitted along with all required documentation for a permanent CO/CC to be issued.
28. The **General Contractor** holds the sole responsibility to coordinate and schedule the State Fire 's final inspection. Neither BCA nor the Turnpike GEC Permit Coordinator can facilitate in the request of or expedite the SFM's final inspection or issuance of the SFM's final *Letter of Approval*.
29. In the event that the SFM has conducted and passed the final inspection, but is delayed in issuing the final Letter of Approval indicating the inspection has passed, the Building Official will issue the permanent Certificate of Occupancy/Completion provided the SFM signed-off on the hard-copy permit card that is maintained at the construction site. If the SFM did not signoff the hard-copy permit card, the SFM's final Letter of Approval will be required in order to obtain a permanent CO/CC. It is the **General Contractor's** sole responsibility to obtain this letter of approval from the SFM.

## Issuance of Certificate of Occupancy/Completion

30. Upon verification that all required documentation was included with the Request for CO/CC, and upon confirmation that all outstanding invoices have been paid, the Building Official will issue a Certificate of Occupancy/Completion.
31. BCA will email an electronic copy of the CO/CC to the permit holder (**General Contractor**) and also email a copy to the [Turnpike GEC Building Permit Coordinator](#) and **CEI**. The hard-copy CO/CC will be mailed to the permit holder and is required to be posted at the permit site, in a protected and conspicuous manner.
32. Within five (5) business days from the receipt of either a Certificate of Occupancy or Temporary Occupancy, the Property office requires the following information sent to [TPKPSSPSUPPORT@dot.state.fl.us](mailto:TPKPSSPSUPPORT@dot.state.fl.us)
33. If it is identified that a building or structure is in operation without having the required inspections and/or a CO/CC, this is considered noncompliance and risks an immediate **"Stop Work"** or **"Red Tag"** order to be issued.
34. Per FBC Section [111.5](#), the Building Official is authorized to suspend or revoke a CO/CC issued under the provisions of the code if the certificate is issued in error, on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

## BCA INVOICING FOR BUILDING CODE COMPLIANCE SERVICES:

Effective September 2019 all inspection services shall be requested utilizing the department Turnpike Construction's [ProjectSolve SharePoint](#).

For access, contact [TPKPSSPSUPPORT@dot.state.fl.us](mailto:TPKPSSPSUPPORT@dot.state.fl.us)

Our services are tracked according to the BCA permit number provided and will be invoiced accordingly. Project names and FPID numbers will be reflected on all invoices and all documentation supporting the invoice will be included; for example, inspection reports, photos of the permit cards, inspection requests, etc.

All inspections will be invoiced utilizing the rates approved by central office and agreed to by the vendor in his/her contract with the department.

All invoices shall be submitted to:  
Dan Walker  
Tolls Construction Manager  
Atkins - Turnpike GEC  
✉ [Dan.Walker@dot.state.fl.us](mailto:Dan.Walker@dot.state.fl.us)  
☎ (407) 264-3410

**Re-inspection fees will be billed directly to the General Contractor** and are ultimately the General Contractor's responsibility to pay within thirty (30) days. BCA will not coordinate invoice payment through the General Contractor's designated subcontractors, nor will delayed payment as a result of the subcontractor's non-payment or delay of payment be accepted.

In the event of non-payment of re-inspection invoices by the General Contractor, the **FTE Building Permit Coordinator** will pay the outstanding invoice and **coordinate with the CEI to deduct the amount of the outstanding invoice from the General Contractor's payment.**

Issuance of project-specific Certificates of Occupancy/Completion will be withheld until all re-inspection invoices for that permit are paid.

**MANUFACTURED TOLL EQUIPMENT BUILDING REQUIREMENT FOR  
OBTAINING A CERTIFICATE OF OCCUPANCY OR COMPLETION**

In order to obtain a CO/CC for all new, manufactured toll equipment buildings, compliance with these standard requirements is required:

1. All toll equipment building manufacturers supplying toll equipment buildings for FDOT must be DBPR Certified Manufacturers. The manufacturer's current DBPR certificate must be provided to BCA at the time of submission of the permit application.
2. The 100% approved FDOT construction documents for manufactured toll equipment buildings must be submitted to DBPR or it's "Third Party Agency" for review and approval.
3. The DBPR-approved plans must be available on the DBPR website for certification verification (Currently, <http://floridabuilding.org/c/default.aspx>).
4. Any code changes made to DBPR- approved plans will make the plans obsolete until they have been reviewed, approved for code compliance by DBPR or it's "Third Party Agency" and re-posted on the DBPR website.
5. All building code compliance inspections must be conducted at the manufacturer by DBPR or its "Third Party Agency" to ensure the structures are being built to the specific, DBPR-approved plans.
6. All manufactured toll equipment building must bear the DBPR insignia, verifying DBPR certification and inspection.
7. No roofing inspection conducted by BCA will be required, provided that the roof is installed at the TEB manufacturer by a manufacturer-approved installer and a progress inspection is conducted by the roofing manufacturer to certify and warranty the roof.
8. If the roofs will be installed at the job site, BCA will need to conduct its own "in progress" and final roof inspections to certify compliance.
9. If any of these items have not been adhered to, the Building Official, has jurisdiction under Florida Statute [553.791 \(13\)](#) to "Red Tag" any job until said deficiencies have been satisfactorily addressed or rectified.

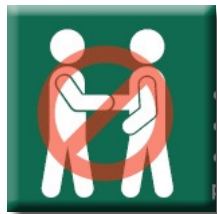
## STANDARDS FOR CONSTRUCTION IN FLORIDA

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

- All construction documents must adhere to the current, adopted Florida Building Code, including any amendments.
- All construction regardless of location need to comply with Miami-Dade.
- The approval for BCA signed and stamped construction documents will maintain in effect until the next edition of the Florida Building Code has been adopted, or if the plans were under design and submitted for BCA review while the last adopted version of the FBC was still in effect; providing there have been no changes to the construction documents.
- A permit must be obtained prior to construction, installation, enlargement, alteration, repair, removal, conversion, replacement or demolition of any building or structure and any work done must also comply with the current, adopted Florida Building Code, including any amendments.
- Finish floor elevation of building and generator pads must be at minimum 18" higher than the 100-year flood plain.
- Compliance with FTE Toll Facilities Code Compliance Procedures, including any amendments is required.
- Original permit cards must be on-site for all inspections
- DOT Inspections:  
please call to check availability. But request must be entered in ProjectSolve. For CEI approval prior to inspection date.
- Anyone present at an inspection to maintain a safe social distance in accordance with CDC guidelines.

### Suggested Safety Requirements

- For contractor to provide safety procedures protocol in accordance with CDC guidelines regarding working environment, site visits and inspections. Including and not limiting to provide appropriate signage. Notify FTE on personnel on working site condition daily.
- As a minimum anyone present at any working site is to maintain a safe social distance with a mask that covers the mouth and nose in accordance with CDC guidelines.
- We request anyone present at an inspection to maintain a safe social distance with a mask that covers the mouth and nose in accordance with CDC guidelines.
- With reference to any/ all gatherings of two or more people inside a facility or in the field FTE requires all personnel, contractors, consultants, and all support individuals to adhere to all current safety procedures and protocols in accordance with current or future CDC guidelines with regard to the working environment, site visits, meetings. Provide proper and clear safety protocol signage indicating CDC minimum requirements, tracking sign in sheets and daily updates to all staff working in close proximity as applicable.
- It is required that all staff and or personnel or contractors providing services at any site or office maintain safe social distancing with appropriate CDC recommended nose and mouth coverings. Hand sanitizer stations shall be available at all construction sites and or field offices.



WEAR A MASK OR FACE COVERING	STAY 6 FEET APART	AVOID CROWDS

*please visit [cdc.gov](https://www.cdc.gov) for latest updates and resources on COVID-19*

DA\_22-0926\_TPK\_GEC\_Package

**DEFINITIONS**

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

AOR	ARCHITECT OF RECORD; STATE OF FLORIDA LICENSED ARCHITECT, COMPLIES WITH FBC TO DEVELOP FINAL CONSTRUCTION DOCUMENTS
BCA (FTE)	BUILDING CODE ADMINISTRATOR; BUILDING OFFICIAL FOR FLORIDA'S TURNPIKE ENTERPRISE
BCAS	BUILDING CODE ADMINISTRATIVE SERVICES, INC.; BUILDING CODE COMPLIANCE SERVICES PROVIDER FOR FTE TOLL FACILITIES
CD	CONSTRUCTION DOCUMENT
CEI	CONSTRUCTION ENGINEERING INSPECTOR
CGA	CALVIN GIORDANO & ASSOCIATES, INC.; BUILDING CODE COMPLIANCE SERVICES PROVIDER FOR FTE TOLL FACILITIES
EOR	ENGINEER OF RECORD; STATE OF FLORIDA LICENSED ENGINEER IN THE STRUCTURAL, ELECTRICAL, MECHANICAL & PLUMBING DISCIPLINES THAT DEVELOPS FINAL CONSTRUCTION DOCUMENTS THAT COMPLY WITH THE FBC. ALL PERFORMS SIGNING/SEALING OF TEB ENGINEERING DRAWINGS
FBC	FLORIDA BUILDING CODE
FTE	FLORIDA'S TURNPIKE ENTERPRISE
FTE / ATKINS	PRODUCTION GEC; APPROVED GENERAL ENGINEERING CONSULTANT PROVIDING ARCHITECTURAL ENGINEERING SUPPORT SERVICES TO FTE
GEC	GENERAL ENGINEERING CONSULTANT
GENERAL CONTRACTOR	STATE OF FLORIDA CERTIFIED AND LICENSED CONTRACTOR; MUST COMPLY WITH FBC INCLUDING AMENDMENTS AND FOLLOW SECTION FBC SECTION <a href="#">110</a> "MINIMUM STANDARDS FOR BUILDING CONSTRUCTION"
PM	PRODUCTION PROJECT MANAGER TOLLS PROJECT MANAGER CONSTRUCTION PROJECT MANAGER
PSSP	PROJECTSOLVE SHAREPOINT
RFC	RELEASED FOR CONSTRUCTION
STOP WORK OR RED TAG ORDER	PER FLORIDA STATUTE <a href="#">553.791(13)</a> ; THE ISSUANCE OF ANY WRITTEN STATEMENT, DIRECTIVE OR ORDER WHICH STATES THE REASON FOR THE ORDER AND THE CONDITIONS UNDER WHICH THE CITED WORK WILL BE PERMITTED TO RESUME. EXAMPLES: WORK IS IN NONCOMPLIANCE WITH REQUIRED CODE INSPECTIONS, POSES IMMEDIATE THREAT TO PUBLIC SAFETY/ WELFARE, NON PAYMENT OF CODE COMPLIANCE SERVICES
TEB	TOLL EQUIPMENT BUILDING
TWO	TASK WORK ORDER

DA\_22-0926\_TPK\_GEC\_Package

REFERENCE LINKS

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

Florida's Turnpike Enterprise (FTE)			
Reference	Information	Link	QR Code
FTE	<b>Construction ProjectSolve Sharepoint</b>	<a href="https://fdot.pbid.com/sites/turnpike/SitePages/Home.aspx">https://fdot.pbid.com/sites/turnpike/SitePages/Home.aspx</a>	
FTE	<b>Architecture Sharepoint "Permitting Package"</b>	<a href="https://fdot.sharepoint.com/sites/TP-TD/Design/Architecture/SitePages/Home.aspx?RootFolder=%2Fsites%2FTP%2DTD%2FDesign%2FArchitecture%2FShared%20Documents%2FBuilding%20Permitting&amp;FolderCTID=0x0120008D77F80AB2332B4ABD3AE6-68A618AB09&amp;View=%7B2C245546%2D627C%2D2D48CA%2DA705%2D8E709053C77B%7D">https://fdot.sharepoint.com/sites/TP-TD/Design/Architecture/SitePages/Home.aspx?RootFolder=%2Fsites%2FTP%2DTD%2FDesign%2FArchitecture%2FShared%20Documents%2FBuilding%20Permitting&amp;FolderCTID=0x0120008D77F80AB2332B4ABD3AE6-68A618AB09&amp;View=%7B2C245546%2D627C%2D2D48CA%2DA705%2D8E709053C77B%7D</a>	

Florida Statute			
Code Reference	Information	Link	QR Code
92.525	Verification of documents; perjury by false written declaration, penalty	<a href="http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&amp;URL=0000-0099/0092/Sections/0092.525.html">http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&amp;URL=0000-0099/0092/Sections/0092.525.html</a>	
553	<b>BUILDING CONSTRUCTION STANDARDS</b>	Chapter 553 - 2018 Florida Statutes - The Florida Senate (flsenate.gov)	
553.73	Florida Building Code	<a href="https://m.flsenate.gov/Statutes/553.73">https://m.flsenate.gov/Statutes/553.73</a>	
553.791 (13)	Alternative plans review and inspection.	<a href="https://m.flsenate.gov/Statutes/553.791">https://m.flsenate.gov/Statutes/553.791</a>	
553.80	Building Construction Standards Section 80 Enforcement	<a href="https://m.flsenate.gov/Statutes/553.80">https://m.flsenate.gov/Statutes/553.80</a>	
553.37	Rules; inspections; and insignia	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;SearchString=&amp;URL=0500-0599/0553/Sections/0553.37.html%20">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;SearchString=&amp;URL=0500-0599/0553/Sections/0553.37.html%20</a>	

Florida Building Code			
Code Reference	Information	Link	QR Code
105.4.1	Permit intent	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec105.4">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec105.4</a>	
109	Fees	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec109.1">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec109.1</a>	
109.4	Work commencing before permit issuance.	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec109.4">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec109.4</a>	
110	Inspections	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec110">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec110</a>	
110.6	Approval required	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec110.6">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec110.6</a>	
111	Certificate of Occupancy	<a href="http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;SearchString=&amp;URL=0500-0599/0553/Sections/0553.37.html%20">http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&amp;SearchString=&amp;URL=0500-0599/0553/Sections/0553.37.html%20</a>	
111.1	Use and Occupancy	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec111">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec111</a>	
111.5	Certificate of Completion	<a href="https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec111.5">https://codes.iccsafe.org/content/FLBC2020P1/chapter-1-scope-and-administration#FLBC2020P1_Ch01_SubCh02_Sec111.5</a>	

DA\_22-0926\_TPK\_GEC\_Package\_Links

# REQUIREMENTS OF PERMITS

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

The Florida Building Code covers all building and structures pursuant to FBC section 102.2. In addition, Florida Building Code section 105.1 requires permits for any building or structure. In addition, pursuant to FS 553.80(f), the Florida Building Code as it pertains to toll collection facilities under the jurisdiction of the Turnpike enterprise of the Department of Transportation shall be enforced exclusively by the Turnpike enterprise.

Therefore, since there is no legal exemption to the Florida Building Code or the requirements pertaining to the application or issuance of permits for the toll building facilities, permits and Florida Building Code compliance will be required, and the enforcement of those legal provisions are the exclusive responsibility of the Florida Turnpike Enterprise.

### CITATIONS

FBC 102.2 Building.

The provisions of the Florida Building Code shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure or facility or floating residential structure, or any appurtenances connected or attached to such buildings, structures or facilities. Additions, alterations, repairs and changes of use or occupancy group in all buildings and structures shall comply with the provisions provided in the Florida Building Code, Existing Building.



The 2019 Florida Statutes

Title XXXIII

Chapter 553

REGULATION OF TRADE, COMMERCE,  
INVESTMENTS, AND SOLICITATIONS

BUILDING CONSTRUCTION STANDARDS

## 553.37 Rules; inspections; and insignia.—

- (1) The Florida Building Commission shall adopt within the Florida Building Code requirements for construction or modification of manufactured buildings and building modules, to address:
  - (a) Submittal to and approval by the department of manufacturers' drawings and specifications, including any amendments.
  - (b) Submittal to and approval by the department of manufacturers' internal quality control procedures and manuals, including any amendments.
  - (c) Inspection criteria, which shall require the approved inspection agency to:
    1. Observe the first building built, or with regard to components, observe the first unit assembled, after certification of the manufacturer, from start to finish, inspecting all subsystems: electrical, plumbing, structural, mechanical, or thermal.
    2. Continue observation of the manufacturing process until the approved inspection agency determines that the manufacturer's quality control program, in conjunction with the application of the plans approved by the approved inspection agency, will result in a building and components that meet or exceed the applicable Florida Building Code requirements.
    3. Thereafter, inspect each module produced during at least one point of the manufacturing process and inspect at least 75 percent of the subsystems of each module: electrical, plumbing, structural, mechanical, or thermal.
    4. With respect to components, inspect at least 75 percent of the manufactured building components and at least 20 percent of the storage sheds that are not designed for human habitation and that have a floor area of 720 square feet or less.
- (2) The department shall adopt rules to address:
  - (a) Procedures and qualifications for approval of third-party plan review and inspection agencies and of those who perform inspections and plan reviews.
  - (b) Investigation of consumer complaints of noncompliance of manufactured buildings with the Florida Building Code and the Florida Fire Prevention Code.
  - (c) Issuance, cancellation, and revocation of any insignia issued by the department and procedures for auditing and accounting for disposition of them.
  - (d) Monitoring the manufacturers', inspection agencies', and plan review agencies' compliance with this part and the Florida Building Code. Monitoring may include, but is not limited to, performing audits of plans, inspections of manufacturing facilities and observation of the manufacturing and inspection process, and onsite inspections of buildings.
  - (e) The performance by the department and its designees and contractors of any other functions required by this part.
- (3) After the effective date of the Florida Building Code, no manufactured building, except as provided in subsection (12), may be installed in this state unless it is approved and bears the insignia of approval of the department and a manufacturer's data plate. Approvals issued by the department under the provisions of the prior part shall be deemed to comply with the requirements of this part.



- (4) All manufactured buildings issued and bearing insignia of approval pursuant to subsection (3) shall be deemed to comply with the Florida Building Code and are exempt from local amendments enacted by any local government.
- (5) No manufactured building bearing department insignia of approval pursuant to subsection (3) shall be in any way modified prior to installation, except in conformance with the Florida Building Code.
- (6) Manufactured buildings which have been issued and bear the insignia of approval pursuant to this part upon manufacture or first sale shall not require an additional approval or insignia by a local government in which they are subsequently sold or installed. Buildings or structures that meet the definition of “open construction” are subject to permitting by the local jurisdiction and are not required to bear insignia.
- (7) If the department determines that the standards for construction and inspection of manufactured buildings prescribed by statute or rule of another state are at least equal to the Florida Building Code and that such standards are actually enforced by such other state, it may provide by rule that the manufactured building which has been inspected and approved by such other state shall be deemed to have been approved by the department and shall authorize the affixing of the appropriate insignia of approval.
- (8) The department, by rule, shall establish a schedule of fees to pay the cost of the administration and enforcement of this part. The rule may provide for manufacturers to pay fees to the administrator directly via the Building Code Information System.
- (9) The department may delegate its enforcement authority to a state department having building construction responsibilities or a local government and may enter into contracts for the performance of its administrative duties under this part. The department may delegate its plan review and inspection authority to one or more of the following in any combination:
  - (a) A state department having building construction responsibilities;
  - (b) A local government;
  - (c) An approved inspection agency;
  - (d) An approved plan review agency; or
  - (e) An agency of another state.
- (10) The department shall develop an insignia to be affixed to all newly constructed buildings by the manufacturer or the inspection agency prior to the building leaving the plant. The department may charge a fee for issuing such insignias. Such insignias shall bear the department’s name, the state seal, an identification number unique to that insignia, and such other information as the department may require by rule.
- (11) The department shall by rule develop minimum criteria for manufacturer’s data that must be affixed to all newly constructed buildings by the manufacturer prior to the building leaving the plant.
- (12) Custom or one-of-a-kind prototype manufactured buildings are not required to have state approval, but must be in compliance with all local requirements of the governmental agency having jurisdiction at the installation site.

History.—s. 3, ch. 71-172; s. 1, ch. 74-208; s. 3, ch. 76-168; s. 1, ch. 77-457; ss. 1, 6, ch. 79-152; ss. 1, 4, ch. 80-86; ss. 2, 3, ch. 81-318; ss. 1, 3, 4, ch. 84-32; s. 4, ch. 91-429; s. 1, ch. 98-145; ss. 57, 58, ch. 2000-141; s. 34, ch. 2001-186; s. 3, ch. 2001-372; s. 6, ch. 2008-191; s. 28, ch. 2010-176; s. 16, ch. 2014-154.

## The 2022 Florida Statutes

### Title XXXIII

### Chapter 553

REGULATION OF TRADE, COMMERCE,  
INVESTMENTS, AND SOLICITATIONS

BUILDING CONSTRUCTION STANDARDS

## 553.80 Enforcement.—

- (1) Except as provided in paragraphs (a)-(g), each local government and each legally constituted enforcement district with statutory authority shall regulate building construction and, where authorized in the state agency's enabling legislation, each state agency shall enforce the Florida Building Code required by this part on all public or private buildings, structures, and facilities, unless such responsibility has been delegated to another unit of government pursuant to s. 553.79(11).
  - (a) Construction regulations relating to correctional facilities under the jurisdiction of the Department of Corrections and the Department of Juvenile Justice are to be enforced exclusively by those departments.
  - (b) Construction regulations relating to elevator equipment under the jurisdiction of the Bureau of Elevators of the Department of Business and Professional Regulation shall be enforced exclusively by that department.
  - (c) In addition to the requirements of s. 553.79 and this section, facilities subject to the provisions of chapter 395 and parts II and VIII of chapter 400 shall have facility plans reviewed and construction surveyed by the state agency authorized to do so under the requirements of chapter 395 and parts II and VIII of chapter 400 and the certification requirements of the Federal Government. Facilities subject to the provisions of part IV of chapter 400 may have facility plans reviewed and shall have construction surveyed by the state agency authorized to do so under the requirements of part IV of chapter 400 and the certification requirements of the Federal Government.
  - (d) Building plans approved under s. 553.77(3) and state-approved manufactured buildings, including buildings manufactured and assembled offsite and not intended for habitation, such as lawn storage buildings and storage sheds, are exempt from local code enforcing agency plan reviews except for provisions of the code relating to erection, assembly, or construction at the site. Erection, assembly, and construction at the site are subject to local permitting and inspections. Lawn storage buildings and storage sheds bearing the insignia of approval of the department are not subject to s. 553.842. Such buildings that do not exceed 400 square feet may be delivered and installed without need of a contractor's or specialty license.
  - (e) Construction regulations governing public schools, state universities, and Florida College System institutions shall be enforced as provided in subsection (6).
  - (f) **The Florida Building Code as it pertains to toll collection facilities under the jurisdiction of the turnpike enterprise of the Department of Transportation shall be enforced exclusively by the turnpike enterprise.**
  - (g) Construction regulations relating to secure mental health treatment facilities under the jurisdiction of the Department of Children and Families shall be enforced exclusively by the department in conjunction with the Agency for Health Care Administration's review authority under paragraph (c).

The governing bodies of local governments may provide a schedule of fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for the enforcement of the provisions of this part. Such fees shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. The authority of state enforcing agencies to set fees for enforcement shall be derived from authority existing on July 1, 1998. However, nothing contained in this subsection shall operate to limit such agencies from adjusting their fee schedule in conformance with existing authority.

- (2)
  - (a) Any two or more counties or municipalities, or any combination thereof, may, in accordance with the provisions of chapter 163, governing interlocal agreements, form an enforcement district for the purpose of enforcing and administering the provisions of the Florida Building Code. Each district so formed shall be registered with the department on forms to be provided for that purpose. Nothing in this subsection shall be construed to supersede provisions of county charters which preempt municipal authorities respective to building codes.
  - (b) With respect to evaluation of design professionals' documents, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, a fee of four times the amount of the proportion of the permit fee attributed to plans review.
  - (c) With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any inspection after an initial inspection and one subsequent reinspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose a fee of four times the amount of the fee imposed for the initial inspection or first reinspection, whichever is greater, for each such subsequent reinspection.
- (3)
  - (a) Each enforcement district shall be governed by a board, the composition of which shall be determined by the affected localities.
  - (b)
    1. At its own option, each enforcement district or local enforcement agency may adopt rules granting to the owner of a single-family residence one or more exemptions from the Florida Building Code relating to:
      - a. Addition, alteration, or repairs performed by the property owner upon his or her own property, provided any addition or alteration shall not exceed 1,000 square feet or the square footage of the primary structure, whichever is less.
      - b. Addition, alteration, or repairs by a nonowner within a specific cost limitation set by rule, provided the total cost shall not exceed \$5,000 within any 12-month period.
      - c. Building and inspection fees.
    2. However, the exemptions under subparagraph 1. do not apply to single-family residences that are located in mapped flood hazard areas, as defined in the code, unless the enforcement district or local enforcement agency has determined that the work, which is otherwise exempt, does not constitute a substantial improvement, including the repair of substantial damage, of such single-family residences.
    3. Each code exemption, as defined in sub-subparagraphs 1.a., b., and c., shall be certified to the local board 10 days prior to implementation and shall only be effective in the territorial jurisdiction of the enforcement district or local enforcement agency implementing it.
  - (4) When an enforcement district has been formed as provided herein, upon its registration with the department, it shall have the same authority and responsibility with respect to building codes as provided by this part for local governing bodies.
  - (5) State and regional agencies with special expertise in building code standards and licensing of contractors and design professionals shall provide support to local governments upon request.

- (6) Notwithstanding any other law, state universities, Florida College System institutions, and public school districts shall be subject to enforcement of the Florida Building Code under this part.
- (a)
1. State universities, Florida College System institutions, or public school districts shall conduct plan review and construction inspections to enforce building code compliance for their building projects that are subject to the Florida Building Code. These entities must use personnel or contract providers appropriately certified under part XII of chapter 468 to perform the plan reviews and inspections required by the code. Under these arrangements, the entities are not subject to local government permitting requirements, plans review, and inspection fees. State universities, Florida College System institutions, and public school districts are liable and responsible for all of their buildings, structures, and facilities. This paragraph does not limit the authority of the county, municipality, or code enforcement district to ensure that buildings, structures, and facilities owned by these entities comply with the Florida Building Code or to limit the authority and responsibility of the fire official to conduct firesafety inspections under chapter 633.
  2. In order to enforce building code compliance independent of a county or municipality, a state university, Florida College System institution, or public school district may create a board of adjustment and appeal to which a substantially affected party may appeal an interpretation of the Florida Building Code which relates to a specific project. The decisions of this board, or, in its absence, the decision of the building code administrator, may be reviewed under s. 553.775.
- (b) If a state university, Florida College System institution, or public school district elects to use a local government's code enforcement offices:
1. Fees charged by counties and municipalities for enforcement of the Florida Building Code on buildings, structures, and facilities of state universities, state colleges, and public school districts may not be more than the actual labor and administrative costs incurred for plans review and inspections to ensure compliance with the code.
  2. Counties and municipalities shall expedite building construction permitting, building plans review, and inspections of projects of state universities, Florida College System institutions, and public schools that are subject to the Florida Building Code according to guidelines established by the Florida Building Commission.
  3. A party substantially affected by an interpretation of the Florida Building Code by the local government's code enforcement offices may appeal the interpretation to the local government's board of adjustment and appeal or to the commission under s. 553.775 if no local board exists. The decision of a local board is reviewable in accordance with s. 553.775.
- (c) The Florida Building Commission and code enforcement jurisdictions shall consider balancing code criteria and enforcement to unique functions, where they occur, of research institutions by application of performance criteria in lieu of prescriptive criteria.
- (d) School boards, Florida College System institution boards, and state universities may use annual facility maintenance permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The amount expended for maintenance projects may not exceed \$200,000 per project. A facility maintenance permit is valid for 1 year. A detailed log of alterations and inspections must be maintained and annually submitted to the building official. The building official retains the right to make inspections at the facility site as he or she considers necessary. Code compliance must be provided upon notification by the building official. If a pattern of code violations is found, the building official may withhold the issuance of future annual facility maintenance permits.

This part may not be construed to authorize counties, municipalities, or code enforcement districts to conduct any permitting, plans review, or inspections not covered by the Florida Building Code. Any actions by counties or municipalities not in compliance with this part may be appealed to the Florida Building Commission. The commission, upon a determination that actions not in compliance with this part have delayed permitting or construction, may suspend the authority of a county, municipality, or code enforcement district to enforce the Florida Building Code on the buildings, structures, or facilities of a state university, Florida College System institution, or public school district and provide for code enforcement at the expense of the state university, Florida College System institution, or public school district.

(7)(a) The governing bodies of local governments may provide a schedule of reasonable fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for enforcing this part. These fees, and any fines or investment earnings related to the fees, shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. When providing a schedule of reasonable fees, the total estimated annual revenue derived from fees, and the fines and investment earnings related to the fees, may not exceed the total estimated annual costs of allowable activities. Any unexpended balances shall be carried forward to future years for allowable activities or shall be refunded at the discretion of the local government. A local government may not carry forward an amount exceeding the average of its operating budget for enforcing the Florida Building Code for the previous 4 fiscal years. For purposes of this subsection, the term "operating budget" does not include reserve amounts. Any amount exceeding this limit must be used as authorized in subparagraph 2. However, a local government that established, as of January 1, 2019, a Building Inspections Fund Advisory Board consisting of five members from the construction stakeholder community and carries an unexpended balance in excess of the average of its operating budget for the previous 4 fiscal years may continue to carry such excess funds forward upon the recommendation of the advisory board. The basis for a fee structure for allowable activities must relate to the level of service provided by the local government and must include consideration for refunding fees due to reduced services based on services provided as prescribed by s. 553.791, but not provided by the local government. Fees charged must be consistently applied.

1. As used in this subsection, the phrase "enforcing the Florida Building Code" includes the direct costs and reasonable indirect costs associated with review of building plans, building inspections, reinspections, and building permit processing; building code enforcement; and fire inspections associated with new construction. The phrase may also include training costs associated with the enforcement of the Florida Building Code and enforcement action pertaining to unlicensed contractor activity to the extent not funded by other user fees.
2. A local government must use any excess funds that it is prohibited from carrying forward to rebate and reduce fees, or to pay for the construction of a building or structure that houses a local government's building code enforcement agency or the training programs for building officials, inspectors, or plans examiners associated with the enforcement of the Florida Building Code. Excess funds used to construct such a building or structure must be designated for such purpose by the local government and may not be carried forward for more than 4 consecutive years. An owner or builder who has a valid building permit issued by a local government for a fee, or an association of owners or builders located in the state that has members with valid building permits issued by a local government for a fee, may bring a civil action against the local government that issued the permit for a fee to enforce this subparagraph.
3. The following activities may not be funded with fees adopted for enforcing the Florida Building Code:
  - a. Planning and zoning or other general government activities.
  - b. Inspections of public buildings for a reduced fee or no fee.
  - c. Public information requests, community functions, boards, and any program not directly related to enforcement of the Florida Building Code.
  - d. Enforcement and implementation of any other local ordinance, excluding validly adopted local amendments to the Florida Building Code and excluding any local ordinance directly related to enforcing the Florida Building Code as defined in subparagraph 1.
4. A local government must use recognized management, accounting, and oversight practices to ensure that fees, fines, and investment earnings generated under this subsection are maintained and allocated or used solely for the purposes described in subparagraph 1.

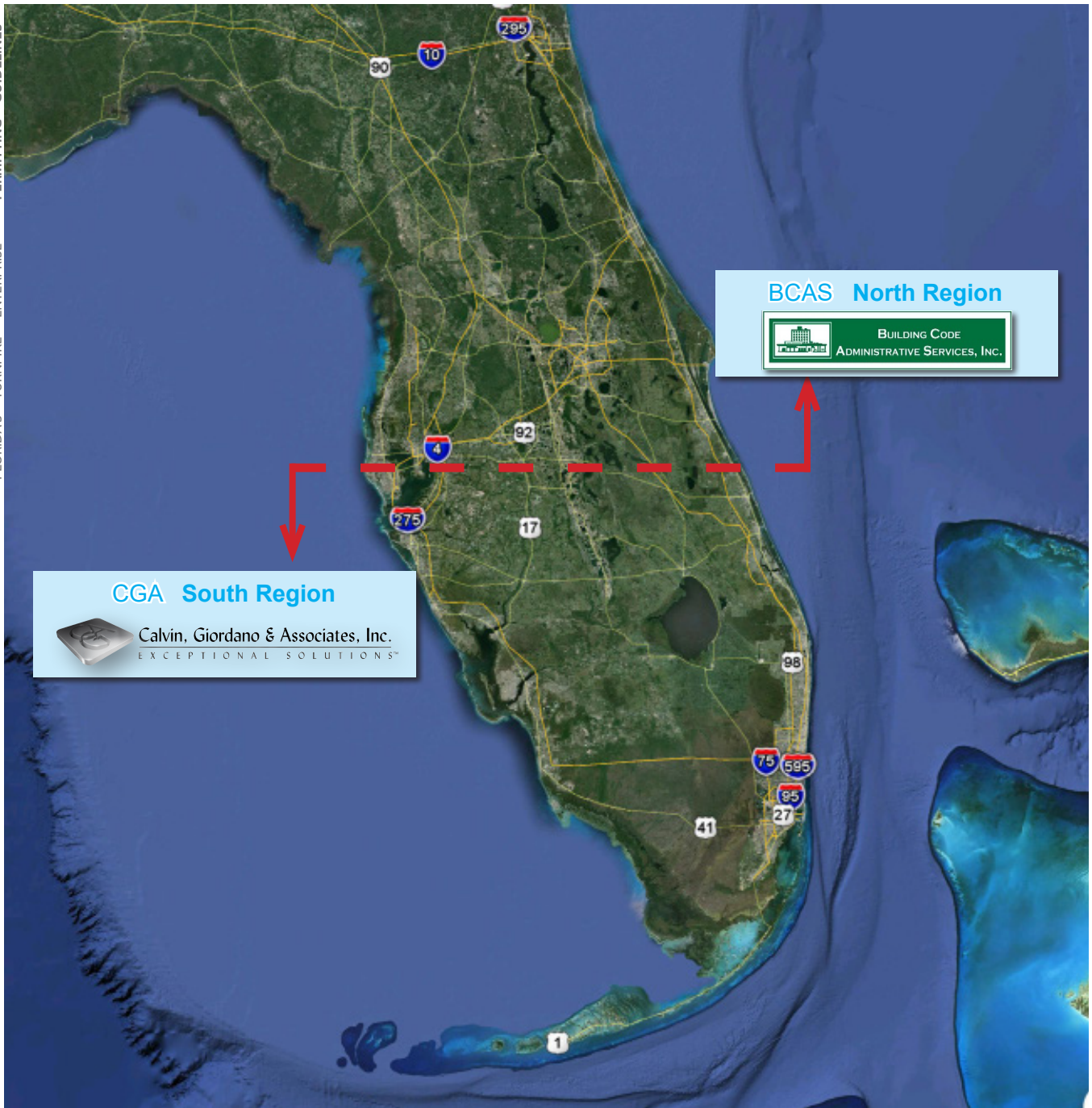
- FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES
5. The local enforcement agency, independent district, or special district may not require at any time, including at the time of application for a permit, the payment of any additional fees, charges, or expenses associated with:
- a. Providing proof of licensure under chapter 489;
  - b. Recording or filing a license issued under this chapter;
  - c. Providing, recording, or filing evidence of workers' compensation insurance coverage as required by chapter 440; or
  - d. Charging surcharges or other similar fees not directly related to enforcing the Florida Building Code.
- (7)(b) By December 31, 2020, the governing body of a local government that provides a schedule of fees shall create a building permit and inspection utilization report and post the report on its website. The information in the report shall be derived from relevant information available in the most recently completed financial audit. After December 31, 2020, the governing body of a local government that provides a schedule of fees shall update its building permit and inspection utilization report before making any adjustments to the fee schedule. The report shall include:
1. Direct and indirect costs incurred by the local government to enforce the Florida Building Code, including costs related to:
    - a. Personnel services costs, including salary and related employee benefit costs incurred by the local government to enforce the Florida Building Code.
    - b. Operating expenditures and expenses.
  2. Permit and inspection utilization information, including:
    - a. Number of building permit applications submitted.
    - b. Number of building permits issued or approved.
    - c. Number of building inspections and reinspections requested.
    - d. Number of building inspections and reinspections conducted.
    - e. Number of building inspections conducted by a private provider.
    - f. Number of audits conducted by the local government of private provider building inspections.
    - g. Number of personnel dedicated by the local government to enforce the Florida Building Code, issue building permits, and conduct inspections.
    - h. Other permissible activities for enforcing the Florida Building Code as described in subparagraph (a)1.
  3. Revenue information, including:
    - a. Revenue derived from fees pursuant to paragraph (a).
    - b. Revenue derived from fines pursuant to paragraph (a).
    - c. When applicable, investment earnings from the local government's investment of revenue derived from fees and fines pursuant to paragraph (a).
    - d. Balances carried forward by the local government pursuant to paragraph (a).
    - e. Balances refunded by the local government pursuant to paragraph (a).
    - f. Revenue derived from other sources, including local government general revenue.

- (7)(c) The governing body of a local government that issues building permits may charge a person only one search fee, in an amount commensurate with the research and time costs incurred by the governing body, for identifying building permits for each unit or subunit assigned by the governing body to a particular tax parcel identification number.
- (8) The Department of Agriculture and Consumer Services is not subject to local government permitting requirements, plan review, or inspection fees for agricultural structures, such as equipment storage sheds and pole barns that are not used by the public.
- (9) A single-family or two-family dwelling that is converted into a certified recovery residence, as defined in s. 397.311, or a recovery residence, as defined in s. 397.311, that has a charter from an entity recognized or sanctioned by Congress does not have a change of occupancy as defined in the Florida Building Code solely due to such conversion.

History.—s. 11, ch. 74-167; s. 3, ch. 75-111; s. 5, ch. 77-365; s. 3, ch. 85-97; s. 805, ch. 97-103; ss. 50, 51, ch. 98-287; ss. 85, 86, ch. 2000-141; ss. 34, 35, ch. 2001-186; ss. 3, 4, ch. 2001-372; s. 87, ch. 2002-1; s. 27, ch. 2002-20; s. 12, ch. 2005-147; s. 64, ch. 2006-1; s. 15, ch. 2008-191; s. 37, ch. 2010-176; s. 127, ch. 2014-17; s. 276, ch. 2014-19; s. 23, ch. 2014-154; s. 21, ch. 2016-129; s. 10, ch. 2017-149; s. 7, ch. 2019-75; s. 3, ch. 2019-121; s. 6, ch. 2021-128; s. 5, ch. 2021-201; s. 4, ch. 2021-212; s. 6, ch. 2022-136.

# BCA Region Coverage • BCA = BCAS / CGA

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES



## BCA = CGA → North & South Region

**CGA Statewide**



Calvin, Giordano & Associates, Inc.  
EXCEPTIONAL SOLUTIONS™

Effective *January 1<sup>st</sup>, 2023* there will be no more north and south areas and there will be only one building code administration firm.

**BCA = CGA**  
building code administration statewide

DA\_22-0926\_TPK\_GEC\_Package\_Regions



FTE BUILDING OFFICIAL

GUIDELINES

PERMITTING

ENTERPRISE

TURNPIKE

FLORIDA'S

<b>Approved By:</b>			<b>Date:</b>	YYYY / MM / DD / /
	Printed Name of FTE Building Permit Coordinator	Signature FTE Building Permit Coordinator	<b>Permit Expiration Date</b>	- - -

**PROJECT INFORMATION**

<b>Anticipated Starting Date:</b>	YYYY / MM / DD	<b>Permit Number:</b> FTE-22- FTE-21-0000_RRRMMM_00-X		
<b>Anticipated Completion Date:</b>	YYYY / MM / DD	<b>Task Work Order</b> <small>Bldg. Permit Fire Suppression</small> (TWO)	<b>TWO FPID #</b> - - - - - -	
<b>FPID Number:</b>		<b>State Road:</b> 091	<b>Mile Marker Number:</b> 263	<b>Site #</b> x of x
<b>Contract Number:</b>		<b>Latitude &amp; Longitude:</b>		
<b>Project Name:</b>		<b>Direction:</b> <small>Mark All Applicable</small>	<input type="checkbox"/> Ramp <input type="checkbox"/> Mainline	<input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> NorthBound <input type="checkbox"/> SouthBound <input type="checkbox"/> EastBound <input type="checkbox"/> WestBound
<b>Project Address:</b>				
<b>City:</b>		<b>Zip Code</b>	<b>County:</b>	
<b>Tolls PM:</b>		<b>Consultant AOR/EOR:</b>		
<b>Production PM:</b>		<b>Designer PM:</b>		
<b>Effective Date of:</b> GTR FBC NFPA	Applicable Year	<b>Type of Work</b>	<input type="checkbox"/> New <input type="checkbox"/> Addition	<input type="checkbox"/> Renovation <input type="checkbox"/> Demolition
		<b>Construction Type (I-VI):</b>	<b>Level of Alteration (if applicable)</b> I II III I <sup>A</sup> I <sup>B</sup> II <sup>A</sup> II <sup>B</sup> III <sup>A</sup> III <sup>B</sup> IV V	
<b>Total Construction / Demolition Estimate</b>		<b>Occupancy Type:</b>		

**PROJECT CEI:**  
**PROJECT DESCRIPTION:**

**Building Official**  
In accordance with Section 553.79, Florida Statutes, and Florida Building Code 107.3.1, the submitted plans have been reviewed for Code Compliance. The plans are approved for a FDOT Toll Facilities Building Permit. The contractor shall complete the attached Building Permit Application and include verification of required licensing and insurance.

<b>Approved By:</b>			<b>Date:</b>	YYYY / MM / DD
	Printed Name of BCA - FTE Building Official	Signature BCA- FTE Building Official		

The BCA's "Approved" stamped set of project documents are required to be on the construction site at all times until project is complete.

**General Note:**  
A Building Permit for this project will be issued upon receipt of the Permit Application with the required DBPR documentation from the Contractor.

DA\_22-0926\_TPK\_GEC\_Package\_Form\_BCA

\* Verification Pursuant to Section 92.525, Florida Statutes. Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.



FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

<b>Approved By:</b>			<b>Date:</b>	YYYY / MM / DD
	Printed Name of FTE Building Permit Coordinator	Signature FTE Building Permit Coordinator	<b>Permit Expiration Date</b>	

**PROJECT INFORMATION**

<b>Anticipated Starting Date:</b>	YYYY / MM / DD	<b>Permit Number:</b> FTE-21-0000_RRRMMM_00-X		
<b>Anticipated Completion Date:</b>	YYYY / MM / DD	<b>Task Work Order (TWO)</b>		<b>TWO FPID #</b> - - -
<b>FPID Number:</b>		<b>State Road:</b> 091	<b>Mile Marker Number:</b> 263	<b>Site #</b> x of x
<b>Contract Number:</b>		<b>Parcel Number:</b>		
		<b>Latitude &amp; Longitude:</b>		
<b>Project Name:</b>		<b>Direction:</b> Mark All Applicable	<input type="checkbox"/> Ramp <input type="checkbox"/> On <input type="checkbox"/> Mainline <input type="checkbox"/> Off	<input type="checkbox"/> NorthBound <input type="checkbox"/> EastBound <input type="checkbox"/> SouthBound <input type="checkbox"/> WestBound
<b>Project Address:</b>				
<b>City:</b>		<b>Zip Code</b>	<b>County:</b>	
<b>Tolls PM:</b>		<b>Consultant AOR/EOR:</b>		
<b>Production PM:</b>		<b>Designer PM:</b>		
<b>Effective Date of:</b> GTR FBC NFPA	Applicable Year	<b>Type of Work</b>	<input type="checkbox"/> New <input type="checkbox"/> Renovation <input type="checkbox"/> Addition <input type="checkbox"/> Demolition	<b>Level of Alteration</b> (if applicable) <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III
		<b>Construction Type (I-VI):</b>	<input type="checkbox"/> I <sup>A</sup> <input type="checkbox"/> I <sup>B</sup> <input type="checkbox"/> II <sup>A</sup> <input type="checkbox"/> II <sup>B</sup> <input type="checkbox"/> III <sup>A</sup> <input type="checkbox"/> III <sup>B</sup> <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> A <sup>B</sup>	
<b>Total Construction Estimate</b>		<b>Occupancy Type:</b>		

**PROJECT DESCRIPTION:**

DA\_22-0926\_TPK\_GEC\_Package\_Form\_SFM



FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

<b>Date of Application:</b>	YYYY / MM / DD	Department Only Date /Time Received:	FTE Permit No. FTE-21-0000-00-XX
<b>Anticipated Completion Date:</b>	YYYY / MM / DD	TWO FPID #	Task Work Order (TWO): <small>Permit</small>
<b>FPID Number:</b>		State Road: 091	Mile Marker Number: 263
<b>Contract Number:</b>		<b>Latitude &amp; Longitude:</b>	
<b>Project Name:</b>		<b>Direction:</b> <input type="checkbox"/> Ramp <input type="checkbox"/> On <input type="checkbox"/> NorthBound <input type="checkbox"/> EastBound <small>Mark All Applicable</small> <input type="checkbox"/> Mainline <input type="checkbox"/> Off <input type="checkbox"/> SouthBound <input type="checkbox"/> WestBound	
<b>Project Address:</b>			
<b>City:</b>		<b>Zip Code</b>	<b>County:</b>

<b>Contractor's Name:</b>			<b>Contractor's License Number:</b>
<b>Contractor's Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	<b>County:</b>
<b>Contact Person:</b>	<b>Email</b>		
<b>Telephone:</b>	<b>Fax</b>		

<b>Qualifier's Name:</b>	(Qualifier must be an employee or Representative of the General Contractor)	<b>Qualifier's License Number:</b>
<b>Contact Person:</b>	<b>Email</b>	
<b>Contractor's Address:</b>		
<b>City:</b>		<b>County:</b>
<b>Telephone:</b>	<b>Fax</b>	

<b>Effective Date of Compliance</b> <small>Applicable Year</small>	<b>GTR</b> <b>FBC</b> <b>NFPA</b>	<b>Type of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Renovation <input type="checkbox"/> Addition <input type="checkbox"/> Demolition	<b>Level of Alteration</b> (if applicable) <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III
<b>Occupancy Type:</b>	(Reference Construction Documents)	<b>Construction Type (I-VI):</b> <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI <small>A B A B A B A B</small>	
<b>Total Construction or Demo Cost of Project:</b>		<b>Date:</b>	
<b>Applicant's Printed Name:</b>		<b>Applicant's Signature:*</b>	

DA\_22-0926\_TPK\_GEC\_Package\_Form

SUBMIT BY 3:00 PM ON THE BUSINESS DAY PRIOR TO THE REQUIRED INSPECTION DATE

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

<b>Requested Inspection Date / Time:</b>	YYYY / MM / DD	<input type="checkbox"/> NEW	Department Only Date /Time Received:	FTE Permit No. FTE-21-0000-00-XX
	AM PM	<input type="checkbox"/> DEMOLITION <input type="checkbox"/> RENOVATION <input type="checkbox"/> ADDITION	TWO FPID # - - -	Task Work Order (TWO):
<b>FPID Number:</b>			<b>State Road:</b> 091	<b>Mile Marker Number:</b> 263
<b>Contract Number:</b>			<b>Latitude &amp; Longitude:</b>	
<b>Project Name:</b>			<b>Direction:</b> <input type="checkbox"/> Ramp <input type="checkbox"/> On <input type="checkbox"/> NorthBound <input type="checkbox"/> EastBound Mark All Applicable <input type="checkbox"/> Mainline <input type="checkbox"/> Off <input type="checkbox"/> SouthBound <input type="checkbox"/> WestBound	
<b>Project Address:</b>				
<b>City:</b>		<b>Zip Code</b>	<b>County:</b>	
<b>Requestor's Name:</b>		<b>Requestor's Phone Number:</b>		

**INSPECTION REQUEST (CIRCLE TYPE(S))**

100 BUILDING	200 ELECTRICAL	300 PLUMBING	400 MECHANICAL
<input type="checkbox"/> 103 REBAR	<input type="checkbox"/> 205 UNDERGROUND	<input type="checkbox"/> 305 FORCE MAIN	<input type="checkbox"/> 405 DAMPER F/S
<input type="checkbox"/> 104 STEEL	<input type="checkbox"/> 207 DUCT BANK	<input type="checkbox"/> 308 WATER MAIN TEST	<input type="checkbox"/> 410 ROUGH-IN DUCT
<input type="checkbox"/> 105 FOOTING	<input type="checkbox"/> 210 TEMPORARY	<input type="checkbox"/> 309 WATER TEST	<input type="checkbox"/> 412 DUCT INSULATION
<input type="checkbox"/> 106 FLOOR SLAB	<input type="checkbox"/> 230 SLAB ROUGH-IN	<input type="checkbox"/> 315 UNDERGROUND	<input type="checkbox"/> 415 STEAM PIPE
<input type="checkbox"/> 107 CEILING SLAB	<input type="checkbox"/> 235 WALL ROUGH-IN	<input type="checkbox"/> 322 ROUGH-IN	<input type="checkbox"/> 416 PIPING
<input type="checkbox"/> 110 FOUNDATION	<input type="checkbox"/> 240 CEILING ROUGH-IN	<input type="checkbox"/> 325 STACK TEST	<input type="checkbox"/> 417 GAS
<input type="checkbox"/> 115 COLUMNS	<input type="checkbox"/> 242 LIGHTING	<input type="checkbox"/> 330 GAS	<input type="checkbox"/> 418 REFRIGERATION PIPE
<input type="checkbox"/> 117 MASONRY	<input type="checkbox"/> 245 ABOVE-GROUND	<input type="checkbox"/> 340 BUILDING SEWER	<input type="checkbox"/> 419 CHILLED WATER PIPE
<input type="checkbox"/> 120 ROOFING	<input type="checkbox"/> 250 GROUNDING	<input type="checkbox"/> 345 SITE SEWER	<input type="checkbox"/> 420 HOT WATER PIPE
<input type="checkbox"/> 122 INSULATION	<input type="checkbox"/> 255 SERVICE	<input type="checkbox"/> 350 STORM DRAIN	<input type="checkbox"/> 421 CONDENSER PIPE
<input type="checkbox"/> 125 WALL/CEILING	<input type="checkbox"/> 260 PANEL/FEED	<input type="checkbox"/> 355 STORM LEADER	<input type="checkbox"/> 422 CONDENSATE PIPE
<input type="checkbox"/> 130 FRAMING	<input type="checkbox"/> 265 EQUIPMENT	<input type="checkbox"/> 360 EQUIPMENT	<input type="checkbox"/> 423 INSULATION
<input type="checkbox"/> 135 ROOF SHEATHING	<input type="checkbox"/> 270 APPLIANCES	<input type="checkbox"/> 365 FIXTURES	<input type="checkbox"/> 425 WALL/CEILING
<input type="checkbox"/> 140 SHEETROCK	<input type="checkbox"/> 275 LIGHTING SYSTEM	<input type="checkbox"/> 370 INSULATION	<input type="checkbox"/> 430 EQUIPMENT
<input type="checkbox"/> 145 LINTEL	<input type="checkbox"/> 291 RE-INSPECTION	<input type="checkbox"/> 391 RE-INSPECTION	<input type="checkbox"/> 435 KITCHEN HOOD SYSTEM
<input type="checkbox"/> 150 STRUCTURAL	<input type="checkbox"/> 299 FINAL ELECTRICAL	<input type="checkbox"/> 399 FINAL PLUMBING	<input type="checkbox"/> 440 VENTILATION SYSTEM
<input type="checkbox"/> 151 BEAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 491 RE-INSPECTION
<input type="checkbox"/> 191 RE-INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 499 FINAL MECHANICAL
<input type="checkbox"/> 199 FINAL BUILDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Building Department</b>	<ul style="list-style-type: none"> <li>Original permit cards must be on-site for all inspections</li> <li>DOT inspections: please call to check availability. But request must be entered in ProjectSolve for CEI approval prior to your inspection date.</li> </ul>	<p><b>We request anyone present at an inspection to maintain a safe social distance with a cover mouth and nose in accordance with CDC guidelines.</b></p>
----------------------------	--	--

<b>Received By:</b>	<b>Date:</b>	YYYY / MM / DD	<b>Time</b>	AM PM
---------------------	--------------	----------------	-------------	----------

**INSPECTOR NOTES / COMMENTS:**

DA\_22-0926\_TPK\_GEC\_Package\_Form

FLORIDA'S TURNPIKE TOLLS BUILDING DEPARTMENT  
REQUEST FOR CERTIFICATE OF OCCUPANCY  
OR  
REQUEST FOR CERTIFICATE OF COMPLETION



Sept. 2022

Certificate of Occupancy

or

Certificate of Completion

(Select only one & please print or type below)

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

<b>Date of Application:</b>	YYYY / MM / DD	<b>Department Only</b> Date /Time Received:	<b>FTE Permit No.</b> FTE-21-0000-00-XX
		TWO FPID # - - -	<b>Task Work Order (TWO):</b>
<b>FPID Number:</b>		<b>State Road:</b> 091	<b>Mile Marker Number:</b> 263
<b>Contract Number:</b>		<b>Latitude &amp; Longitude:</b>	
<b>Project Name:</b>		<b>Direction:</b> <input type="checkbox"/> Ramp <input type="checkbox"/> On <input type="checkbox"/> NorthBound <input type="checkbox"/> EastBound <small>Mark All Applicable</small> <input type="checkbox"/> Mainline <input type="checkbox"/> Off <input type="checkbox"/> SouthBound <input type="checkbox"/> WestBound	
<b>Project Address:</b>			
<b>City:</b>		<b>Zip Code</b>	<b>County:</b>

<b>Requestor's Name:</b>		<b>Company Name / Organization</b>	
<b>Company's Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	<b>County:</b>
<b>Contact Person:</b>		<b>Email</b>	
<b>Telephone:</b>		<b>Fax</b>	

Certificate of Occupancy or Certificate of Completion type: (check one)

Temporary (or)  Permanent

\*\*If Temporary, check number of days required:       30     60     90

Enclosed with this request are copies of: (please check each document enclosed)

- Fire marshal's Letter of Approval (if not required check here )
- Final Passed Inspection Report (Required)
- Signed-off Building Permit (Required)

\_\_\_\_\_  
Requestor's Signature\*

\_\_\_\_\_  
Date

**DESIGN • BID • BUILD**

**Florida's Turnpike Tolls  
Building Department  
(For Toll Facilities Only)**

**Flow Chart for:**  
Plans Review,  
Field Inspections and FDOT  
Fee Payment Related to  
Florida's Turnpike Enterprise Building  
Permits  
**For Toll Facilities Only**

**LEGEND**

AOR = Architect of Record  
EOR = Engineer of Record  
CEI = Construction Engineering & Inspection  
GC = General Contractor  
FTE = Florida's Turnpike Enterprise  
TSP = Technical Special Provisions

**ACTIVITY RESPONSIBILITY**

- Turnpike Production / Turnpike Permit Coordinator
- Turnpike AOR/EOR
- Turnpike CEI
- FTE/Building Official\*
- FTE/Building Official\* - Plans Review
- FTE/Building Official\* - Field Inspection
- Contractor

\*Building Official    BCA - Building Code Administrative Services  
CGA - Calvin, Giordano & Associates

**Sept. 2022**

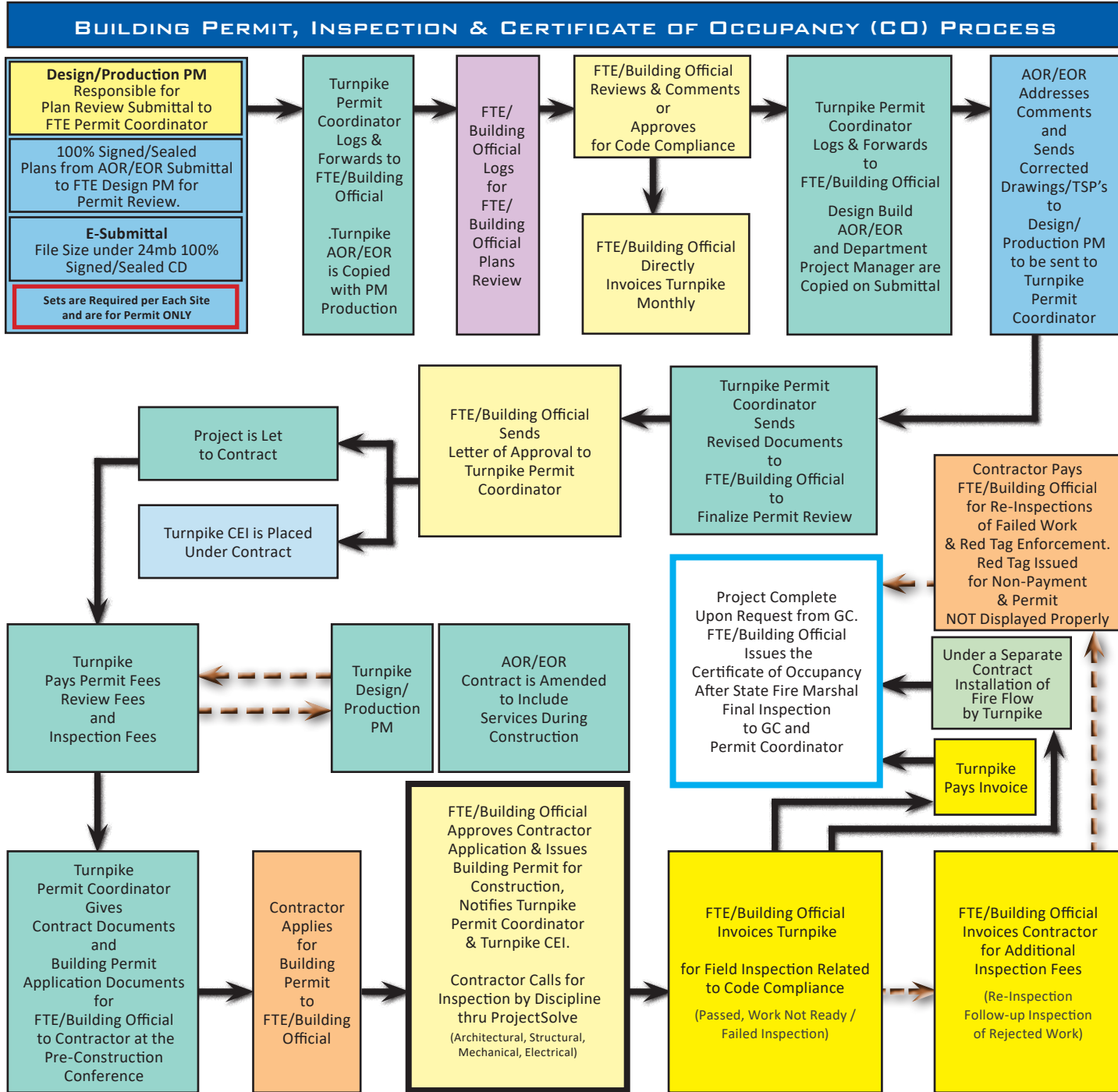


**Florida's Turnpike Enterprise**

**FOR INTERNAL USE ONLY**

THIS FLOW CHART IS A GRAPHIC REPRESENTATION ONLY. THE WRITTEN FTE PERMITTING PROCEDURES OVERRIDES/SUPERSEDES THIS DOCUMENT.

As per Florida Statute [553.80](#) - Enforcement  
(f) The Florida Building Code as it pertains to toll collection facilities under the jurisdiction of the turnpike enterprise of the Department of Transportation shall be enforced exclusively by the turnpike enterprise.



**DESIGN • BUILD**

**Florida's Turnpike Tolls Building Department**  
(For Toll Facilities Only)

**Flow Chart for:**  
Plans Review,  
Field Inspections and FDOT  
Fee Payment Related to  
Florida's Turnpike Enterprise Building  
Permits  
**For Toll Facilities Only**

**LEGEND**

AOR = Architect of Record  
EOR = Engineer of Record  
CEI = Construction Engineering & Inspection  
GC = General Contractor  
FTE = Florida's Turnpike Enterprise  
TSP = Technical Special Provisions

**ACTIVITY RESPONSIBILITY**

- Turnpike Production / Turnpike Permit Coordinator
- Design Build Firm
- Consultant CEI
- FTE/Building Official\*
- FTE/Building Official\* - Plans Review
- FTE/Building Official\* - Field Inspection
- Contractor

\*Building Official    BCA - Building Code Administrative Services  
CGA - Calvin, Giordano & Associates

**Sept. 2022**

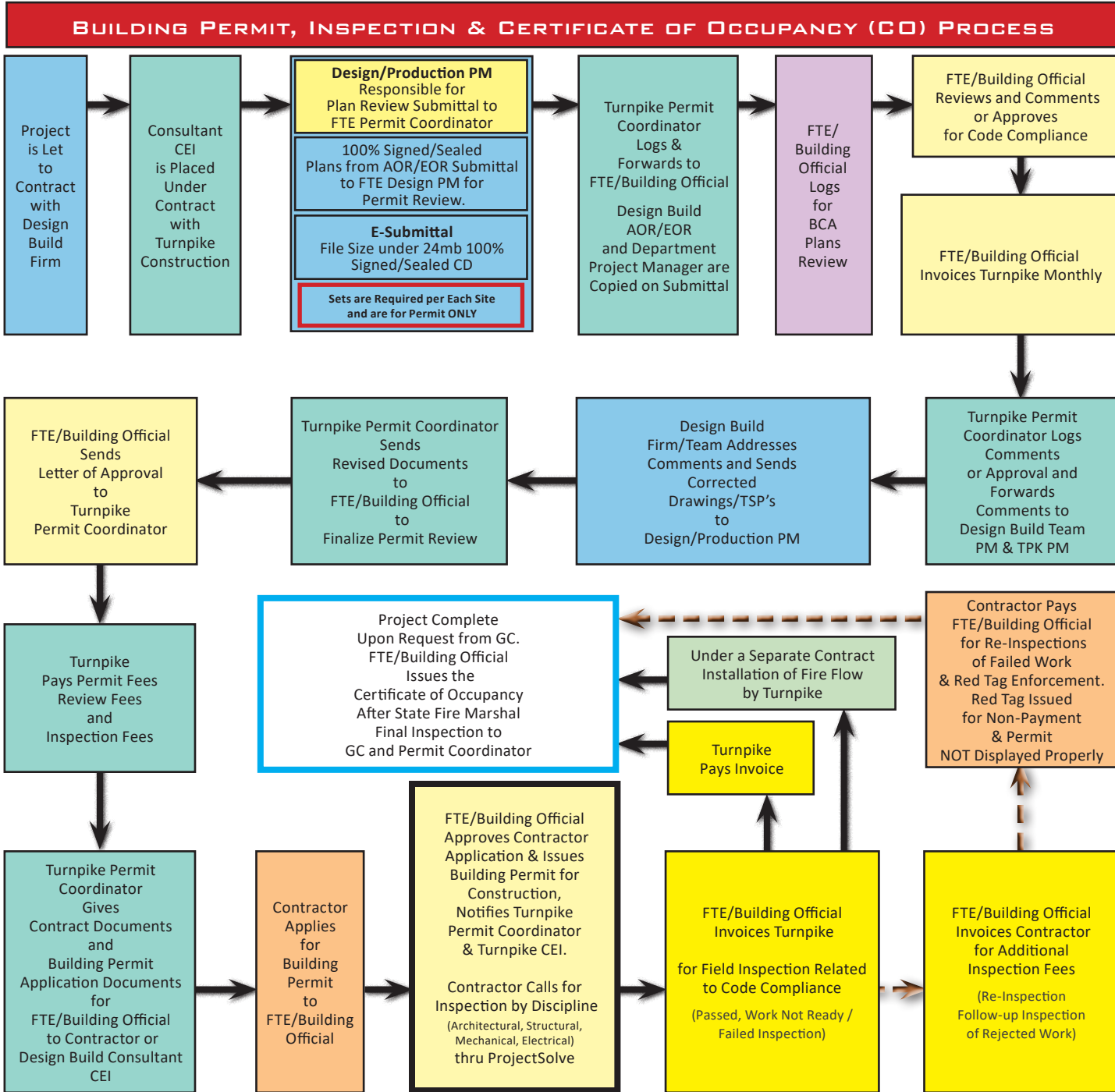


**Florida's Turnpike Enterprise**

**FOR INTERNAL USE ONLY**

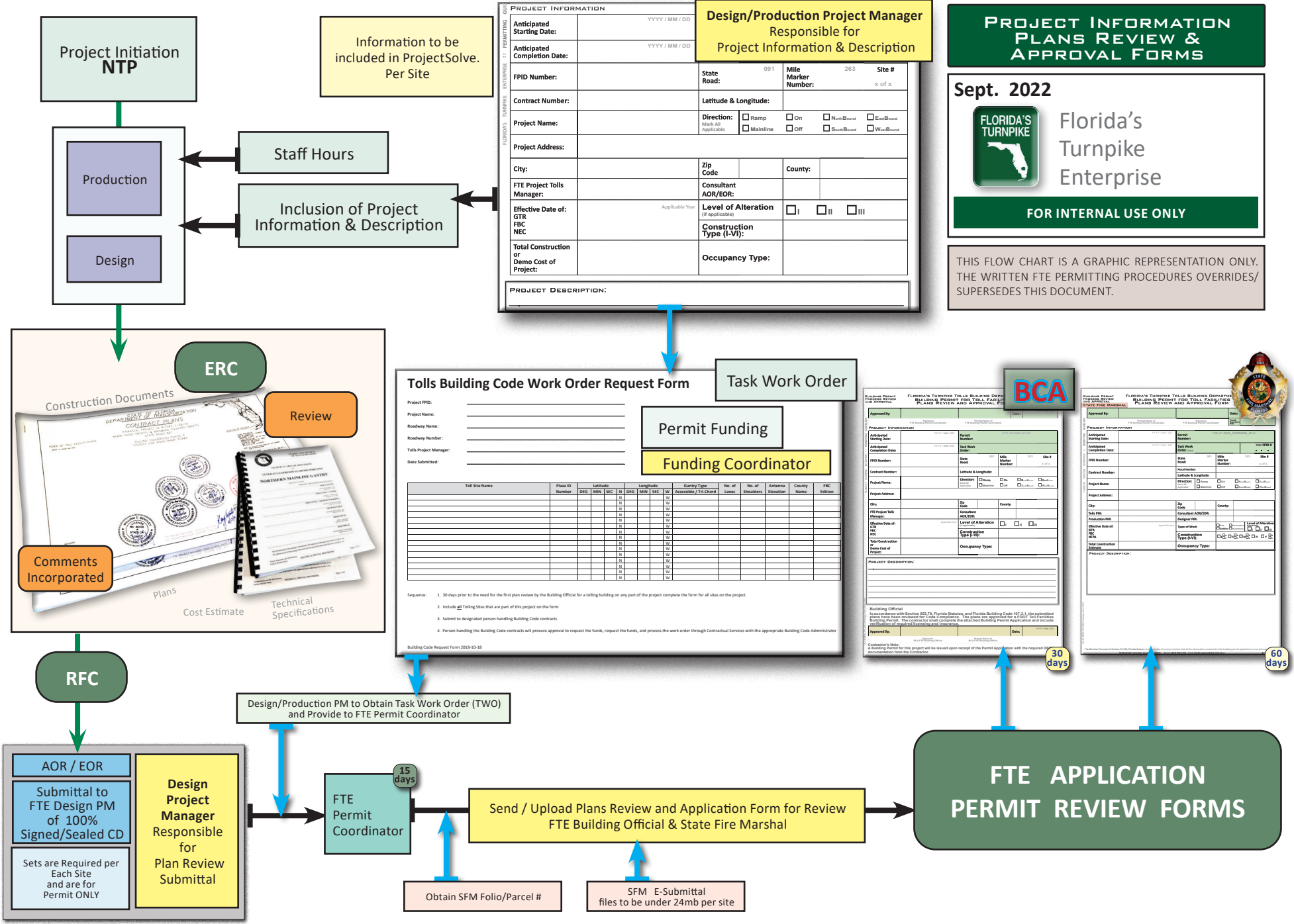
THIS FLOW CHART IS A GRAPHIC REPRESENTATION ONLY. THE WRITTEN FTE PERMITTING PROCEDURES OVERRIDES/SUPERSEDES THIS DOCUMENT.

As per Florida Statute [553.80](#) - Enforcement  
(f) The Florida Building Code as it pertains to toll collection facilities under the jurisdiction of the turnpike enterprise of the Department of Transportation shall be enforced exclusively by the turnpike enterprise.



# PRODUCTION / DESIGN & BUILDING PERMIT COORDINATION PROCESS

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES



2217 DA\_22-0926\_TPK\_Bldg-Permit\_FlowChart\_Process



BUILDING PERMIT, INSPECTION & CERTIFICATE OF OCCUPANCY (CO) PROCESS

TOLL EQUIPMENT BUILDING & FIRE FLOW

SIMPLIFIED BUILDING PROCESS

Sept. 2022



Florida's Turnpike Enterprise

FOR INTERNAL USE ONLY

THIS DOCUMENT IS A GRAPHIC REPRESENTATION ONLY. THE WRITTEN FTE PERMITTING PROCEDURES OVERRIDES/SUPERSEDES THIS DOCUMENT.

FTE/Building Official Provides Certificate of Occupancy

Certificate of Occupancy Inc.

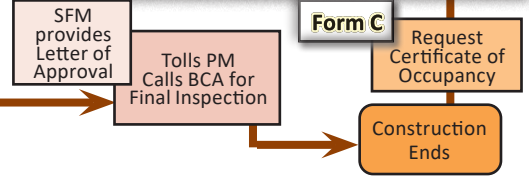
This Certificate is issued pursuant to the requirements of the Florida Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction. The project, as permitted, has been completed to the Standard Inspector's satisfaction.

Use Classification: Low Hazard Industrial Structure, Group S-2  
 Building Permit Number: DT-12-300  
 Type Construction: I-B, Unprotected, Unreinforced  
 FPID Number: 415456-2-06-02  
 Building: Florida Turnpike Enterprise, Florida Department of Transportation  
 Completion: Lincoln Lane Service Station, Turnpike MP 262, Building 5116, Ocoee, FL 32761  
 Project Name/Location: HEFT AET Phase IV A, Site 1 - Golden Glades Equipment Building, Florida Turnpike, MM 5K, Miami-Dade & Broward Counties, Florida



October 23, 2013  
Date

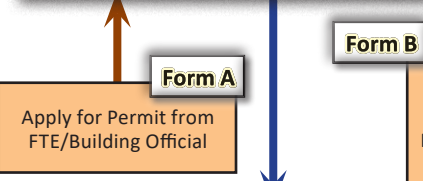
Request Certificate of Occupancy



Under Different Permit FTE Coord. Provides Permit LOA to FF GC  
 GC for FF Pulls Permit, calls for inspection after installation and Close Out Permit

FTE Coordinator Provides Permit Review Coordination with BCA & SFM

Design/Production PM to Provide TWO to FTE/Coordinator to Process Fire Flow Installation Permit Review



FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES

**AOR / EOR**  
 Submittal to FTE Design PM of 100% Signed/Sealed CD  
 Sets are Required per Each Site and are for Permit ONLY

**Design/Production Project Manager Responsible for Plan Review Submittal**

**FTE Permit Coordinator**  
 15 days  
 Review/Submit to FTE/Building Official & State Fire Marshal



Approved Letters (SFM & BCA) State Fire Marshal Approved CD (one set)  
 End of Permit Review Process Begin Construction Process

Package Document Procedures to CEI at Pre-Construction

**BCA** Provides Approval Authorization (Letter LOA to FTE/Coordinator) 30 days

**BCA** Provides Approval Authorization Letter and one set of CD to FTE/Coordinator 60 days

Contractor on board Pre-Construction Meeting

Package from FTE  
 Approval letter of Building Department and Approval letter & CD from State Fire Marshal

**LEGEND**

- FTE Coordinator
- FTE Building Official (BO) / BCA Building Code Administrator
- North Region BCAS / South Region CGA
- State Fire Marshal (SFM)

**BUILDING PERMIT, INSPECTION & CERTIFICATE OF OCCUPANCY (CO) PROCESS**

TOLL EQUIPMENT BUILDING & FIRE FLOW

**RESPONSIBLE PARTIES & ROLES**

Sept. 2022

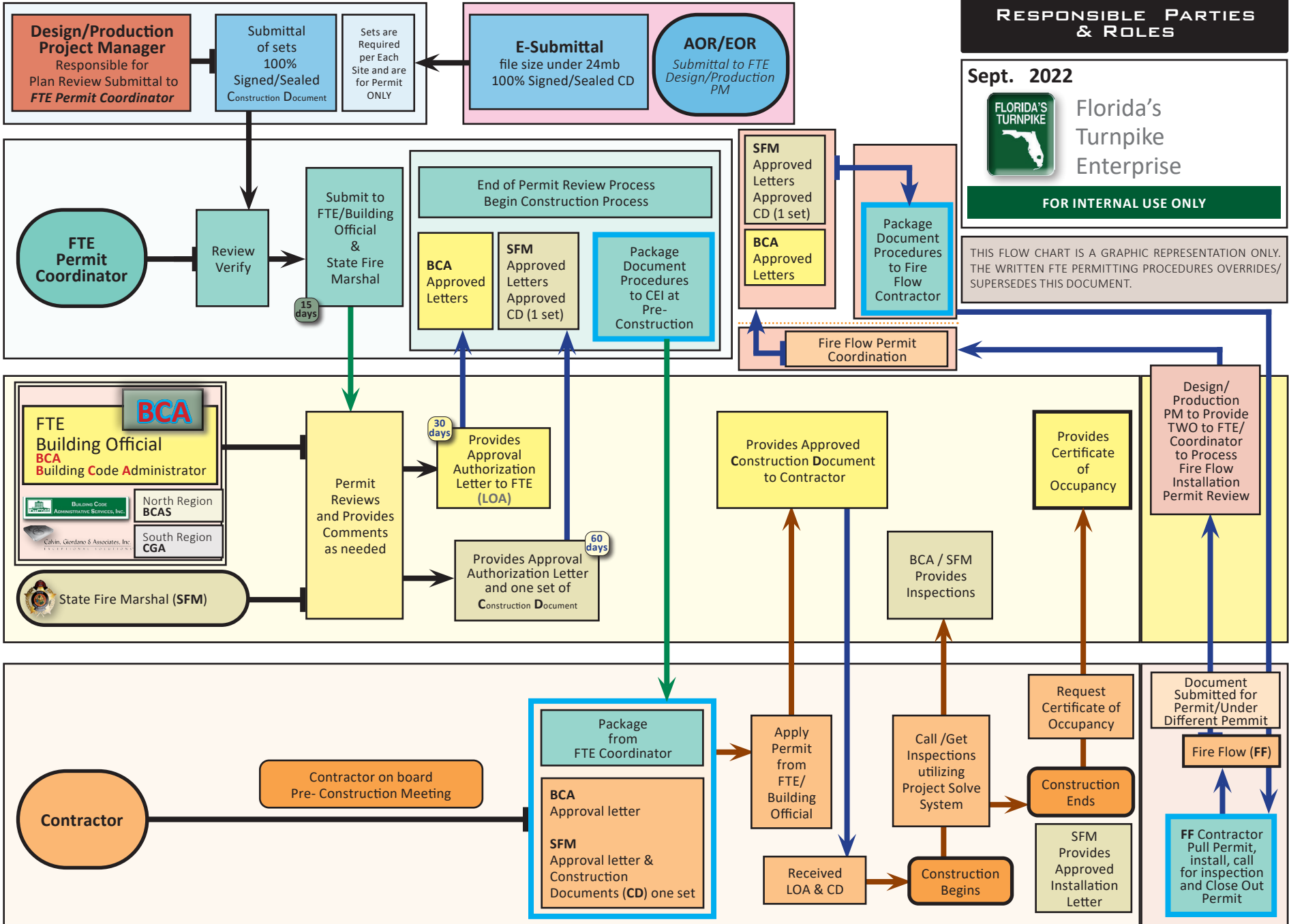


Florida's Turnpike Enterprise

FOR INTERNAL USE ONLY

THIS FLOW CHART IS A GRAPHIC REPRESENTATION ONLY. THE WRITTEN FTE PERMITTING PROCEDURES OVERRIDES/SUPERSEDES THIS DOCUMENT.

FLORIDA'S TURNPIKE ENTERPRISE :: PERMITTING GUIDELINES



# Florida's Turnpike Enterprise ProjectSolve SharePoint (PSSP) Toll Building Code Inspection Requests Application Contractor Quick Reference Guide

## Contractor Instructions

To access the Toll Building Code Inspection Requests Application, go to PSSP Turnpike Home Page, select the link to the application or use the following link: <https://fdot.pbid.com/sites/turnpike/SitePages/Home.aspx>

- Select **Toll Building Code Inspection Requests**



Turnpike Construction Project Sites

Turnpike Maintenance

Turnpike Materials

EDIT LINKS

Turnpike



Project Safety Overviews

PSSP User How-To's

PTO Approval Request

QC Inspection Guide Lists

Team Directory Roll-Up

**Toll Building Code  
Inspection Requests (BCAS  
BE539 & CGA BE538)**

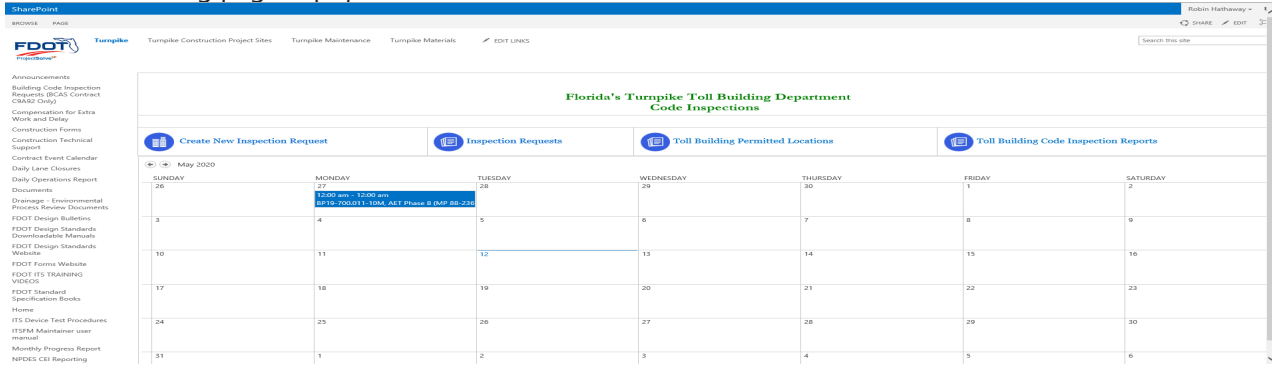
Turnpike

Construction Project Sites

- Or use the direct link below:

[Toll Building Code Inspection Requests Application](#)

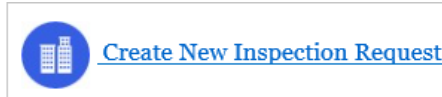
- The following page is populated:



- The main page of the application has a calendar which reflects all scheduled inspections for the month.

### Create New Inspection Request

- Select **Create New Inspection Request** at the top of the main page:



- Fill out form fields as depicted below. User may select as many type of inspections, only if they apply to the requested site location.

- Select **Save**

FLORIDA'S TURNPIKE ENTERPRISE PERMITTING GUIDELINES

- A system generated email notification is sent to the Contractor, verifying the submission.

Initiator Notification. Building Inspection Request for Test-001-1101, Test Permitted Inspection Location

donotreply@pbid.com  
 To: Hathaway, Robin  
 Cc: Laurence, Robert

Wed 5/13/2020 1:19 PM

---

**EXTERNAL SENDER: Use caution with links and attachments.**

---

Workflow Notification

Your Inspection Request for **Test-001-1101, Test Permitted Inspection Location** on 5/13/2020 has been received and forwarded to the CEI for review.

You will receive e-mail notification when this review is complete.

- A system generated email notification is sent to the CEI, (Contractor copied):

Response required

donotreply@pbid.com  
 To: Hathaway, Robin  
 Cc: Laurence, Robert

Wed 5/13/2020 8:22 AM

---

**EXTERNAL SENDER: Use caution with links and attachments.**

---

Workflow Notification

A building inspection request for **Test-001-1101, Test Permitted Inspection Location** with a requested inspection date of 5/13/2020 has been submitted by **Robert Laurence**.

As CEI your approval is required in order to schedule this inspection. Use the link below to review this request.

<https://fdot.pbid.com/sites/turnpike/Lists/Workflow%20Tasks/EditForm.aspx?ID=2564>

- **Note to Contractor:** Once submitted, no further modifications can be made to the inspection request. If changes are required, please coordinate with the CEI.
- The CEI reviews the request and provides status using one of the following: **Approve, Approve with Changes** or **Reject**.
- Upon CEI completion of review, the Contractor receives a system generated email notification providing the approval status:

Initiator Notification. Building Inspection Request for Test-001-1101, Test Permitted Inspection Location

donotreply@pbid.com  
 To: Hathaway, Robin  
 Cc: Laurence, Robert

Wed 5/13/2020 1:19 PM

---

**EXTERNAL SENDER: Use caution with links and attachments.**

---

Workflow Notification

Your Inspection Request for **Test-001-1101, Test Permitted Inspection Location** on 5/13/2020 has been received and forwarded to the CEI for review.

You will receive e-mail notification when this review is complete.

- If approved, the request is forwarded to the Building Code Administrator (BCA) Firm to schedule inspection. A system generated email notification is provided, the Contractor is copied.

Inspection Company Notification. Inspection Request #58 approved by Robert Laurence

donotreply@pbid.com  
 To: Hathaway, Robin  
 Cc: Laurence, Robert; Hathaway, Robin

Wed 5/13/2020 8:25 AM

---

**EXTERNAL SENDER: Use caution with links and attachments.**

---

Workflow Notification

Building Code Inspection Request No. 58 Has been reviewed and **Approved** by the CEI Robert Laurence

Follow this link to view this request <https://fdot.pbid.com/sites/turnpike/Lists/Toll%20Building%20Code%20Inspection%20Requests/DispForm.aspx?ID=58>

- Any changes to the inspection request date by the BCA Firm, can be entered into the PSSP System, and should be followed up with an email to the Contractor and cc: CEI, Construction Project Manager.

DA\_22-0926\_TPK\_GEC\_PSSP

- Upon completion of the inspection by the BCA Firm, a system generated email notification is provided to all parties (Contractor, CEI, Construction Project Manager, Tolls Construction Managers, and the BCA Firm is copied) with a link to view the results:

Inspection InspReq\_58 for Test-001-1101, Test Permitted Inspection Location completed.

doncreply@pbid.com  
 To: Laurence, Robert  
 Cc: Laurence, Robert; Hathaway, Robin

EXTERNAL SENDER: Use caution with links and attachments.

Workflow Notification

Inspection Request InspReq\_58, Test-001-1101, Test Permitted Inspection Location was completed by R. Laurence on 5/13/2020.  
 To view this item in the Inspection Requests List go to: <https://fdot.pbid.com/sites/turnpike/Lists/Toll%20Building%20Code%20Inspection%20Requests/DispForm.aspx?ID=58>

- Final inspections are stored in the **Toll Building Code Inspection Reports** Library:

Florida's Turnpike Toll Building Department  
Code Inspections

[Create New Inspection Request](#)
[Inspection Requests](#)
[Toll Building Permitted Locations](#)
[Toll Building Code Inspection Reports](#)

- Users may also view the status of an inspection request at any time by selecting **Inspection Requests**

Florida's Turnpike Toll Building Department  
Code Inspections

[Create New Inspection Request](#)
[Inspection Requests](#)
[Toll Building Permitted Locations](#)
[Toll Building Code Inspection Reports](#)

- Locate Request:

ID	Inspection Req.	Created	Edit	Permitted Inspection Site	Financial Project ID	Inspection Location	Inspection Date	AM-PM	Inspections
58	InspReq_58	5/13/2020 8:21 AM		Test-001-1101, Test Permitted Inspection Location	100000-1-01-01	Test Location	5/13/2020	AM	3 Building (Pre-Cast Plant) Inspect Roof Reinforcing

- In addition, from this Library, you can access the GeoMap Location for any permitted site if it includes Latitude and Longitude information:

Permitted Inspection Site	Test-001-1101, Test Permitted Inspection Location	
Financial Project ID	100000-1-01-01	
Inspection Location	TEest Location	
District	8	26.2259277777778,-80.1823083333333 <a href="#">Go To Map Location</a>
County	Broward	
Requestor	RLaurence	
Requestor Ph #	(000)123-4567	

The publication of "Permitting Package" is updated every 12 months.

The contents and language contained in this document are considered to be accurate at the time of release and printing. Should any discrepancy be observed please contact David Aguilera at:

[David.Aguilera@dot.state.fl.us](mailto:David.Aguilera@dot.state.fl.us)

**NOTE:**

This publication is for reference.

Forms A, B and C shall be utilized for submittal in Turnpike Construction's [ProjectSolve SharePoint](#). However, they can be populated manually as back up in the event Turnpike Construction's ProjectSolve SharePoint is not available.



ARCHITECTURE SHAREPOINT  
"PERMITTING PACKAGE"

<https://fdot.sharepoint.com/sites/TP-ID/Design/Architecture/SitePages/Home.aspx?RootFolder=%2Fsites%2FTP%2DID%2FDesign%2FArchitecture%2FShared%20Documents%2FBuilding%20Permitting&FolderCTID=0x0120008D77F80AB-2332B4ABD3AE668A618A809&View=%7B2C245546%2D627C%2D48CA%2DA705%2D8E709053C77B%7D>



CONSTRUCTION  
PROJECTSOLVE SHAREPOINT

<https://fdot.pbid.com/sites/turnpike/SitePages/Home.aspx>