

FLORIDA'S TURNPIKE ENTERPRISE TOLL FACILITY CODE COMPLIANCE AND PERMIT PROCEDURES AND GUIDELINES

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INTRODUCTION

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

Enclosed is the **"FTE Toll Facility Code Compliance and Permit Procedures and Guidelines"** package containing forms and instructions which advise on the process and requirements relating to code compliance on your project.

The packet includes the following:

- **FTE Toll Facility Code Compliance and Permit Procedures and Guidelines** 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
- Reference Links to applicable Florida Statutes and Florida Building Codes for Manufactured Buildings and FTE Toll Facilities & Enforcement
- Blank **Form "A"** Permit Application form
- Blank **Form "B"** Code Inspection Request form
- Blank **Form "C"** form used for requesting "Certificate of Occupancy" or "Certificate of Completion"

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

When submitting 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 online 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 the **CEI** on all email correspondence regarding inspection requests.
- All inspections must occur prior to work being concealed or dismantled; without proper, timely inspections, there is a risk of the jobsite 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**; Every permit issued shall become invalid unless the work authorized by such permit commences within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced.

The permit holder is responsible for any fees associated with permit expiration; plans re-submittal; permit re-issuance/re-activation, etc.

It is our hope these materials will contribute to a smoother workflow, providing a User-friendly procedure for requesting inspections. If there are any questions regarding the process or require assistance, please do not hesitate to contact the **Turnpike GEC Building Permit Coordinator**.

FTE TOLL FACILITY CODE COMPLIANCE AND PERMIT PROCEDURES AND GUIDELINES FOR TOLL EQUIPMENT BUILDING (TEB)

Obtaining Permits and Certificate of Occupancy through Turnpike GEC Building Permit Coordinator and the BCA Official

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 permitted 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 plan reviews 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 a minimum of 5'-0" around toll buildings, including the generator and fuel tank, and ancillary work as identified on the Approved Permit Plans.

This document has been formatted in color-coded sections based on the entity the section pertains to; **AOR/EOR/DB Firm**, **CEI**, **General Contractor (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:

- Submitting 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, **FBC 1612.3.1**.
5. Submit 100% signed/sealed plans, TSPs, and applicable revisions, for each site including the associated cost estimate for review by the BCA through the Turnpike Tolls and Production Project Managers to the **Turnpike GEC Building Permit Coordinator**. Separate permits are required for each new, renovated, or demolished toll 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**. Cost 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.
 - **E-Submittals:** files under 25mb per site.
 - **All submittals shall be routed from the PMs 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 the Building Official's plans 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**.
4. Upon approved permit application, the **General Contractor** will be provided with an Approved Building Permit and an approved set of reviewed contract documents to initiate construction activities.
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 are 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. Contact the **Turnpike Building Code Contract Coordinator** to initiate the Task Work Order process.
9. It is the responsibility of the Production Project Managers 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 complete Permit Package and associated Forms provided in **PMIS** SharePoint Online for each **Toll Building Permitted Location**.
2. Complete all Permit Application and Inspection form inputs in **PMIS** SharePoint Online for the **General Contractor**.
3. Perform Quality Assurance inspection of the **General Contractor's** work prior to approving the BCA inspection.
4. Perform Quality Assurance of completed Final Inspections prior to approving the **General Contractor's** Request for Certificate of Occupancy / Completion prior to approving request.
5. The **CEI** will coordinate with FTE and deduct from the **General Contractor's** final payment, all outstanding re-inspection fees.

CEI Detailed Requirements for Permitting Phase

Upon BCA issuance of the Letter of Approval, the **Turnpike GEC Building Permit Coordinator** will prepare the **Toll Equipment Building Permit Location** in **PMIS** SharePoint Online and will attach the complete Permit Package including the BCA and State Fire Marshal Letter(s) of Approval, the Approved stamped Plans, **Forms A, B, and C** and other permit documents including the latest edition of the **FTE Toll Facility Code Compliance and Permit Procedures and Guidelines**. Upon Contract Execution and completion of the Project Directory, the **CEI** shall download the entire Permit Package for each Toll Equipment Building Permit Location and provide it to the **General Contractor**.

The initiation of the **Permit Application** for each **Toll Equipment Building Permit Location** indicates the **CEI's acceptance** and the receipt of the complete **Permit Package**.

All **Permit Applications** and **Inspection Requests** are to be initiated by the **General Contractor** and are to be completed by submitting the appropriate **Forms A, B, or C** to the **CEI**. The appropriate forms should be completed in their entirety for submittal to the **CEI**. The **CEI** shall perform the necessary Quality Assurance and upon approval, shall input each request to the **BCA** in **PMIS** SharePoint Online.

Form A – Permit Application

Form B – Inspection Request

Form C – Request for Certificate of Occupancy / Completion

Examples of these forms have been included in this document for reference.

General Contractor's Responsibility Summary

1. Apply for the building or demolition permit, per site, by providing the completed **Form A** and any required back-up documentation to the **CEI** for submission to the BCA Official through the **Turnpike Construction's Toll Building Permitted Locations Application** form in **PMIS**.
2. Request timely code compliance inspections, per site, by providing the completed **Form B** and any required back-up documentation to the **CEI** for submission to the BCA Official through the **Turnpike Construction's Toll Building Code Inspection Requests Application** form in **PMIS**.
3. Apply for the Certificate of Occupancy / Completion, per site, by providing the completed **Form C** and the passing State Fire Marshal Final Inspection Report to the **CEI** for submission to the BCA Official through the **Turnpike Construction's Toll Building Code Inspection Requests Application** form in **PMIS**.
4. Coordinate electronically directly with the SFM to obtain all required inspections.
5. Keep the permit active by having regular inspections or "in-progress" inspections to extend the permit.
6. Post the permit conspicuously in a weatherproof permit box, available at each site, always.
7. Maintain a full set of approved signed/sealed construction/demolition documents available at each site, always.
8. Ensure work is complete and meets code prior to requesting an inspection.
9. Timely payment of re-inspection fees.
10. Submit timely requests for Certificate of Occupancy or Completion, by completing and submitting **Form C** to the **CEI** for submittal in **PMIS**. **Form C** will be attached as back-up information for the submittal.

Submittal of Permit Application from General Contractor to BCA Official

The building permit application must be submitted by providing the completed **Form A** and any required back-up documentation to the **CEI** for submission to the BCA Official through the **Turnpike Construction's Toll Building Permitted Locations Application** form in **PMIS** SharePoint Online. The application must be completed in its entirety, and a copy of the completed **Form A** must be attached.

1. Incomplete or incorrect permit applications will not be accepted and will cause delays in processing your application.

Applications to be submitted via **PMIS** SharePoint Online using the approved forms.

2. Qualifiers **MUST** be an employee or representative of the **General Contractor** holding the license. 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 Approval of the Permit Applications, the BCA will upload the Approved Building Permit to the **Turnpike Construction's Toll Building Permitted Locations Application** in **PMIS** SharePoint Online.
5. Upon issuance of an Approved Building Permit, the **CEI** must provide an electronic copy of the complete Permit Package including the Building Permit, State Fire Marshal Permit, the stamped Permit Plans, along with **Forms A, B, and C**, to the permit applicant, who must be a State of Florida licensed **General Contractor** or qualifying agent. Electronic copies of the Permit Package will also be available on the **PMIS Turnpike Construction's Toll Building Permitted Locations Application**.
6. The Building Permit must be posted conspicuously, at all times, at each work site, in a weatherproof permit box.
7. 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 to activate the permit and maintain the permit's active status.
8. In the event the **General Contractor** allows the permit to expire:
 - a. 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**.
 - b. 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**.
 - c. 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 **General Contractor** to uncover all the concealed work for inspection. **Red-Tag** enforcement rates will be charged to the **General Contractor**. All fees associated with uncovering and re-completing the work will also be the **General Contractor's** responsibility.
9. During construction, the set of BCA-approved construction/demolition documents must also be maintained and protected at the construction site, always, 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 and Inspections

10. 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.
11. All inspections must occur at the appropriate time and sequence to allow the Building Official/Inspector to certify code compliance. Per **FBC 110.6**, without the proper inspections, the Building Official has the authority to have any concealed work removed so the work can be properly inspected.
12. Per **Florida Statute 553.791 (13)** and **FBC 115**, 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.
13. 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."
14. 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.
15. **Inspection requests** must be made by the **General Contractor** by providing completed **Form B** and any required back-up documentation to the **CEI** for submission to the BCA Official through the **Turnpike Construction's Toll Building Code Inspection Requests Application** form in **PMIS** SharePoint Online.

Toll Building Code Inspection System PMIS Quick Reference Guides: [Step-by-Step Guides](#)

If the website is down, you can request an inspection by emailing a request form to: CGA at ningersoll@CGAsolutions.com or oletzelter@CGAsolutions.com, 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 the BCA Official through **PMIS** SharePoint Online.

16. Inspections requested directly through the Building Inspector **will not be honored**. Specific inspection times 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.
17. 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 **General Contractor** is responsible for all fees related to re-inspections.
18. 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 **General Contractor**.

19. All outstanding fees must be paid in full prior to **Certificate of Occupancy / Completion** issuance.
20. Upon completion of the inspection, the inspector will upload the results to the **Turnpike Construction's Toll Building Code Inspection Request Application** in **PMIS** SharePoint Online within three (3) business days.

REQUIREMENTS FOR MANUFACTURED BUILDINGS

Manufactured Buildings

21. Manufactured buildings are regulated by the State of Florida Department of Business and Professional Regulation (DBPR), and **FBC 458**, 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.

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

Certificate of Occupancy/Completion

22. Per **FCB 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 for Occupancy/Completion through BCA

23. Upon passing all final inspections, the **General Contractor** must submit to the **CEI** for submittal to the BCA through the **Turnpike Construction's Toll Building Code Inspection Requests Application** in **PMIS** SharePoint Online, the completed “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(s).
 - The State Fire Marshal's (SFM) Letter of Final Acceptance; stating all items have passed inspection.
24. Temporary CO/CC's can be issued prior to the entire work covered by the permit having been completed, provided such portion shall be occupied safely. Temporary CO's 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.
25. All outstanding re-inspection fees must be paid in full prior to CO/CC issuance.
26. Temporary CO's 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.
27. When the work has been completed and the final inspections have been passed, it is the responsibility of the **General Contractor** to request the Building Final Inspection and to submit the required documentation to obtain a permanent CO.
28. Passing a final inspection does not initiate the automatic issuance of a permanent CO.
29. The **General Contractor** holds the sole responsibility to coordinate and schedule the State Fire Marshal's final inspection. Neither the BCA nor the **Turnpike GEC Building Permit Coordinator** can facilitate the request or expedite the SFM's final inspection or issuance of the SFM's final *Letter of Approval*. Include the *SFM's Letter of Approval* when requesting permanent CO.
30. If the SFM has conducted and passed the final inspection but is delayed in issuing the final *Letter of Approval* indicating the final inspection has passed, the Building Official will issue the permanent Certificate of Occupancy provided the SFM signed-off on the hard-copy permit card which is maintained at the construction site. If the SFM did not sign off the hard copy permit card, the SFM's final *Letter of Approval* will be required to obtain a permanent CO. It is the **General Contractor's** sole responsibility to obtain this letter of approval from the SFM.

Issuance of Certificate of Occupancy/Completion

31. Upon verification that all required documentation was included with the Request for CO/CC, and upon confirmation that all outstanding re-inspection fees have been paid, the BCA Official will issue a Certificate of Occupancy/Completion.
32. BCA will process the request and attach an electronic copy of the CO/CC to the **PMIS** SharePoint Online CO request which must be downloaded by the permit holder (**General Contractor**), the **Turnpike GEC Building Permit Coordinator**, and the **CEI**. A hard copy of the CO/CC is required to be posted at the permit site in a protected and conspicuous manner.
33. **CEI**, within five (5) business days from the receipt of the Certificate of Occupancy, is to provide the following information to the Property Office and Tolls Design via email to: TPKPROPERTY@dot.state.fl.us and TPKTollsDesign@dot.state.fl.us (Reference **Section 10.0 of the Turnpike Construction Pre-Services Manual** for forms)
 - Certificate of Occupancy (CO)/Notice
 - Photos of complete building (to include)
 - Site work
 - Roof
 - All exterior sides of the building
 - Schedule of Values and Cost Classification (for each Toll Site)
 - SOV provided by **General Contractor**
 - Cost Classification (completed by **CEI**)
 - Insurance Coverage Request Form 010-000-15 [Procedural Document Library \(fdot.gov\)](https://www.fdot.gov/procurement/procurement-library)
 - Complete Physical Address (911)
 - Fire Department Name
 - Square Footage
 - Flood Zone option
 - USNG, LAT N, LONG W
 - Exterior Wall Type
 - Roof Support Type
 - Nearest hydrant
 - Replacement costs
 - Etc.
34. 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.
35. Per **FBC Section 111.4**, 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.

INVOICING FOR BUILDING CODE COMPLIANCE SERVICES

Effective as of June 2026, all inspection services shall be requested utilizing the Turnpike Construction Department's **PMIS** SharePoint Online. For access, contact TPKPMIS.Support@dot.state.fl.us

Our services are tracked according to the BCA permit number provided. 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 re-inspection fees will be invoiced utilizing the rates approved by central office and agreed to by the vendor contract with the department.

Re-inspection fees will be billed directly to the General Contractor and are ultimately the **General Contractor's** responsibility to pay.

The **Building Code Contract Coordinator** will issue 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 fees for that permit are paid.

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

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 buildings must bear the DBPR insignia, verifying DBPR certification and inspection.
7. No roofing inspection conducted by the 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 are 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 **FBC 115.1** and **Florida Statute 553.791 (13)** to **Red-Tag** any job until said deficiencies have been satisfactorily addressed or rectified.

STANDARDS FOR CONSTRUCTION IN FLORIDA

- 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 Facility Code Compliance and Permit Procedures and Guidelines**, including any amendments is required.
- Original permit cards must be on-site for all inspections.
- DOT Inspections: Requests must be entered into **PMIS** SharePoint Online. Requires **CEI** approval prior to inspection date.

DEFINITIONS

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
CD	CONSTRUCTION DOCUMENT
CEI	CONSTRUCTION ENGINEERING INSPECTOR
CGA	CALVIN GIORDANO & ASSOCIATES, INC.; BUILDING CODE COMPLIANCE SERVICES PROVIDER FOR FTE TOLL FACILITIES
CO / CC	CERTIFICATE OF OCCUPANCY – For Building Permits CERTIFICATE OF COMPLETION – For Demolition and Fire Suppression Permits
DBPR	DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
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. PERFORMS ALL SIGNING/SEALING OF TEB ENGINEERING DRAWINGS
FBC	FLORIDA BUILDING CODE, CURRENT ADOPTED EDITION
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 110 "MINIMUM STANDARDS FOR BUILDING CONSTRUCTION"
PM	PRODUCTION PROJECT MANAGER TOLLS PROJECT MANAGER CONSTRUCTION PROJECT MANAGER
PMIS	Project Management Information System (SharePoint Online)
RFC	RELEASED FOR CONSTRUCTION
STOP WORK OR RED-TAG ORDER	PER FLORIDA STATUTE 553.791(13) ; 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

REFERENCE LINKS

Florida's Turnpike Enterprise (FTE) and FDOT		
Reference	Information	Link
FTE	Turnpike Construction's PMIS SharePoint Online.	Toll Building Code Inspection System
FTE	Construction's Turnpike Toll Building Code Inspection Requests Application – in PMIS .	Toll Building Code Inspection Requests
FTE	Turnpike Construction's Toll Building Permitted Locations Application – in PMIS .	Toll Building Permitted Locations
FTE	Tolls Design - Statewide Tolls Construction Support - Tolls Facility Code Compliance and Permit Procedures and Guidelines	Tolls Design – Florida's Turnpike (floridasturnpike.com)
FTE	Toll Building Code Inspection System PMIS Quick Reference Guides:	PMIS Quick Reference Guides
FTE	Turnpike Construction Pre-Services Manual -Section 10: Building Permit Process	Construction Pre-Services Manual
FDOT	FDOT Procedural Document Library - Insurance Coverage Request Form 010-000-15	Procedural Document Library (fdot.gov)

Florida Statute		
Code Reference	Information	Link
92.525	Verification of documents; perjury by false written declaration, penalty	Chapter 92 Section 525 - 2023 Florida Statutes - The Florida Senate (flsenate.gov)
553	BUILDING CONSTRUCTION STANDARDS	Chapter 553 - 2023 Florida Statutes - The Florida Senate (flsenate.gov)
553.37	Building Construction Standards Rules; inspections; and insignia	Chapter 553 Section 37 - 2023 Florida Statutes (flsenate.gov)
553.73	Florida Building Code	Chapter 553 Section 73 - 2023 Florida Statutes (flsenate.gov)
553.791(13)	Alternative plans review and inspection	Chapter 553 Section 791 - 2023 Florida Statutes (flsenate.gov)
553.80	Building Construction Standards Section 80 Enforcement	Chapter 553 Section 80 - 2023 Florida Statutes (flsenate.gov)
553.80(1)(F)	Building Construction Standards Section 80 Enforcement Toll Facilities Jurisdiction	Chapter 553 Section 80 - 2023 Florida Statutes (flsenate.gov)
553.37	Building Construction Standards Rules; inspections; and insignia	Chapter 553 Section 37 - 2023 Florida Statutes (flsenate.gov)

Florida Building Code		
Code Reference	Information	Link
102.2	Applicability - Building	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
102.6.2	Applicability - Buildings Previously Occupied	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
105.1	Permits - Required	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
105.4.1	Permits - Permit Intent	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
109	Fees	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
109.4	Fees - Work Commencing Before Permit Issuance	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
110	Inspections	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
110.6	Inspections - Approval Required	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
111	Certificate of Occupancy	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
111.1	C.O. - Use and Occupancy	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
111.4	C.O. - Revocation	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
111.5	C.C. - Certificate of Completion	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
115	Stop Work Order	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
115.1	Stop Work Order - Authority	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 1 Scope and Administration
458	Manufactured Buildings	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 4 Section 458
1612.3.1	Flood Loads - Design Flood Elevations	2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION Chapter 16 Sec 1612

REQUIREMENTS OF PERMITS

The Florida Building Code covers all buildings 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(1)(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.



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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

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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;

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- (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.

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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 under 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

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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.

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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 fire safety 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:

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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

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activities. Any unexpended balances must be carried forward to future years for allowable activities or must 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.

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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.
- (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.

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- (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) Effective January 1, 2023, local governments located in areas designated in the Federal Emergency Management Agency disaster declarations for Hurricane Ian or Hurricane Nicole may not raise building inspection fees, as authorized by s. 125.56(2) or s. 166.222 and this section, before October 1, 2024. This subsection expires June 30, 2025.
- (9) 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.
- (10) 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; s. 13, ch. 2023-304.

FORMS

BUILDING PERMIT
FORM AFLORIDA'S TURNPIKE TOLLS BUILDING DEPARTMENT
BUILDING PERMIT APPLICATION

Date of Application:	YYYY / MM / DD	Department Only Date / Time Received:	FTE Permit No.
Anticipated Completion Date:	YYYY / MM / DD	TWO FPID #	Task Work Order (TWO):
FPID Number:		State Road:	Mile Marker Number:
Contract Number:		Latitude and Longitude:	
Project Name:		Direction: Mark as Applicable	☐ Ramp ☐ On ☐ Northbound ☐ Eastbound ☐ Mainline ☐ Off ☐ Southbound ☐ Westbound
Project Address:			
City:		Zip Code:	County:

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

Qualifier's Name:	Qualifier must be an employee or Representative of the General Contractor		Qualifier's License Number:
Contractor's Address:			
City:		Zip Code:	County:
Contact Person:	Email:		
Telephone:		Fax:	

Effective Date of Compliance:	Applicable Year			Type of Work:	☐ New ☐ Addition	☐ Renovation ☐ Demolition	Level of Alteration (If Applicable) ☐ I ☐ II ☐ III
	GTR	FBS	NFPA				
Occupancy Type:	Reference Construction Documents			Construction Type (I-V):	☐ I ☐ A ☐ B	☐ II ☐ A ☐ B	☐ III ☐ A ☐ B
Applicant's Printed Name:				Applicant's Signature:	Date:		

* 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.

BUILDING PERMIT
FORM BFLORIDA'S TURNPIKE TOLLS BUILDING DEPARTMENT
CODE INSPECTION REQUEST

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

Requested Inspection Date / Time:	YYYY / MM / DD AM PM	☐ NEW ☐ DEMOLITION ☐ RENOVATION ☐ ADDITION	Department Only Date / Time Received:		FTE Permit No.
			TWO FPID #		Task Work Order (TWO):
FPID Number:			State Road:		Mile Marker Number:
Contract Number:			Latitude and Longitude:		
Project Name:			Direction: Mark as Applicable	☐ Ramp ☐ Mainline	☐ On ☐ Off
				☐ Northbound ☐ Southbound	☐ Eastbound ☐ Westbound
Project Address:					
City:		Zip Code:	County:		
Requestor's Name:		Requestor's Phone Number:			

INSPECTION REQUEST (CIRCLE TYPE(S))

DEMOLITION	BUILDING	ELECTRICAL	MECHANICAL	PLUMBING
☐ PRE-DEMO ☐ FINAL-DEMO ☐ CERTIFICATE OF COMPLETION	PRE-CAST ☐ FLOOR REINFORCEMENT ☐ WALL REINFORCEMENT ☐ ROOF REINFORCEMENT ☐ PRE-CAST FINAL ASSEMBLY SITE ☐ BUILDING FOUNDATION ☐ GEN / FUEL FOUNDATION ☐ FINAL INSPECTION ☐ CERTIFICATE OF OCCUPANCY	PRE-CAST ☐ ROUGH-IN SITE ☐ UNDERGROUND ☐ UNDER BLDG / GEN SLAB PRE-POUR ☐ ROUGH-IN ☐ PRE-POWER ☐ FINAL INSPECTION	PRE-CAST ☐ ROUGH-IN SITE ☐ HVAC PRE-POWER ☐ GENERATOR LOAD TEST ☐ FINAL INSPECTION	☐ GENERATOR / FUEL PIPING ☐ CONDENSATE / WELL ☐ FINAL INSPECTION

BUILDING DEPARTMENT

- Original Permit Cards must be on-site for ALL inspections. - DOT Inspections: please call to check availability. Request MUST be entered in ProjectSolve for CEI Approval prior to Inspection Date.					
Received By:		Date:	YYYY / MM / DD	Time:	AM PM
INSPECTOR NOTES / COMMENTS:					

* 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.

BUILDING PERMIT
FORM CFLORIDA'S TURNPIKE TOLLS BUILDING DEPARTMENT
REQUEST FOR CERTIFICATE OF OCCUPANCY OR COMPLETION

☐ CERTIFICATE OF OCCUPANCY
OR
☐ CERTIFICATE OF COMPLETION
(Select only one & please print or type below)

Date of Application:	YYYY / MM / DD	Department Only Date / Time Received:		FTE Permit No.	FTE Year: 0000-00-XX	
		TWO FPID #		Task Work Order (TWO):		
FPID Number:		State Road:		Mile Marker Number:		
Contract Number:		Latitude and Longitude:				
Project Name:		Direction: Mark as Applicable	☐ Ramp ☐ Mainline	☐ On ☐ Off	☐ Northbound ☐ Southbound	☐ Eastbound ☐ Westbound
Project Address:						
City:		Zip Code:		County:		

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

CERTIFICATE OF OCCUPANCY OR 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 ALL THAT APPLY)

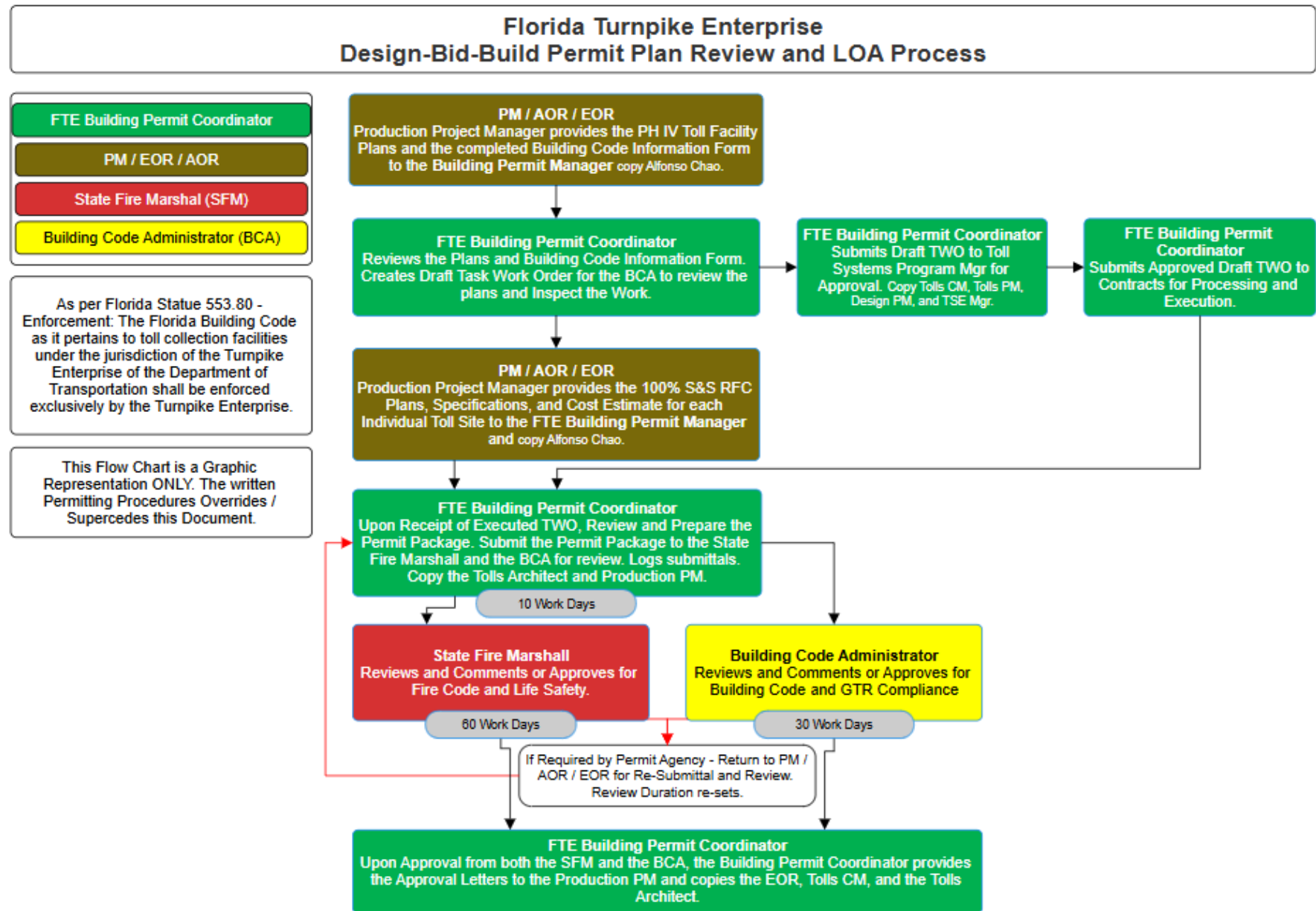
- ☐ FIRE MARSHAL'S FINAL INSPECTION REPORT
☐ FINAL PASSED INSPECTION REPORT
☐ SIGNED-OFF BUILDING PERMIT

 REQUESTOR'S SIGNATURE*

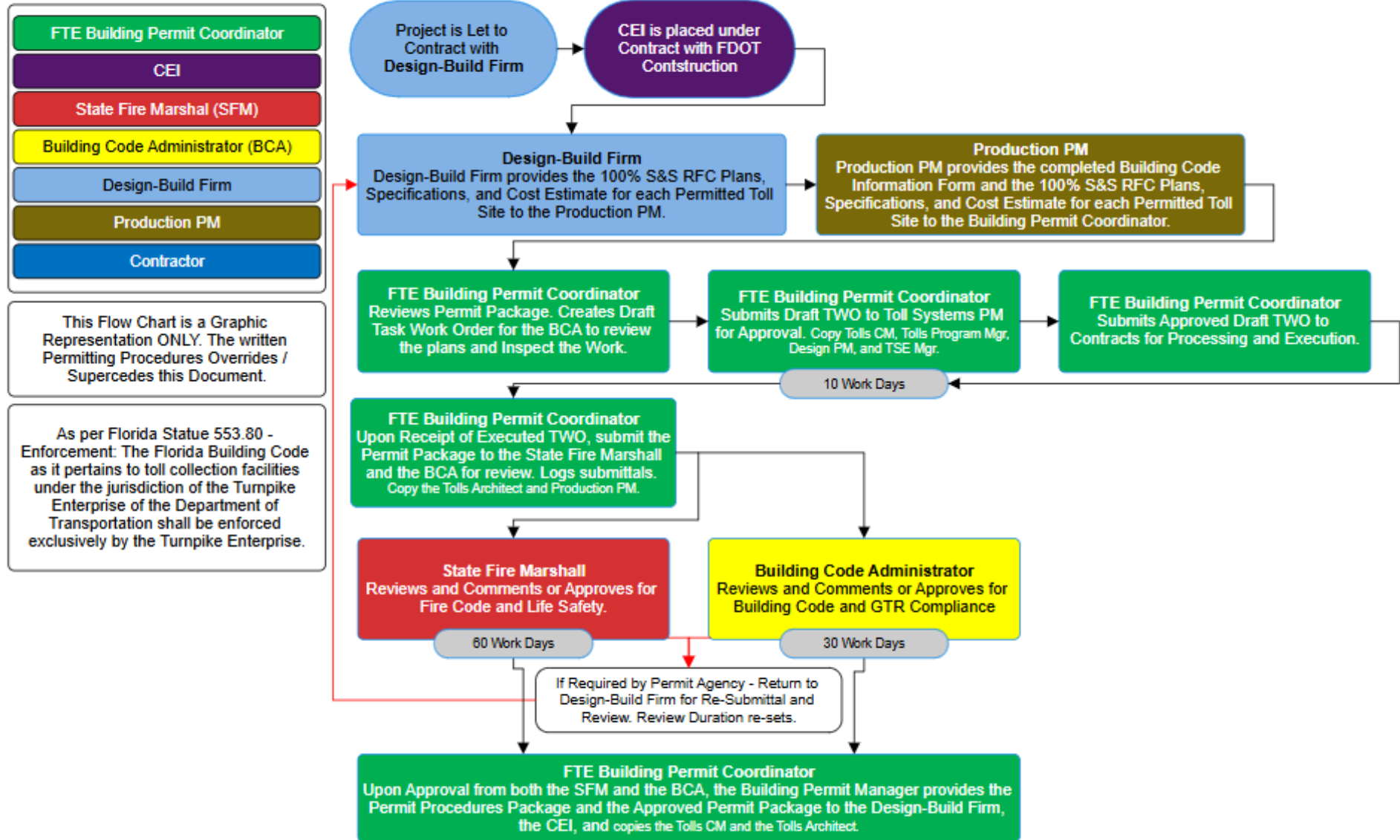
 DATE

* 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.

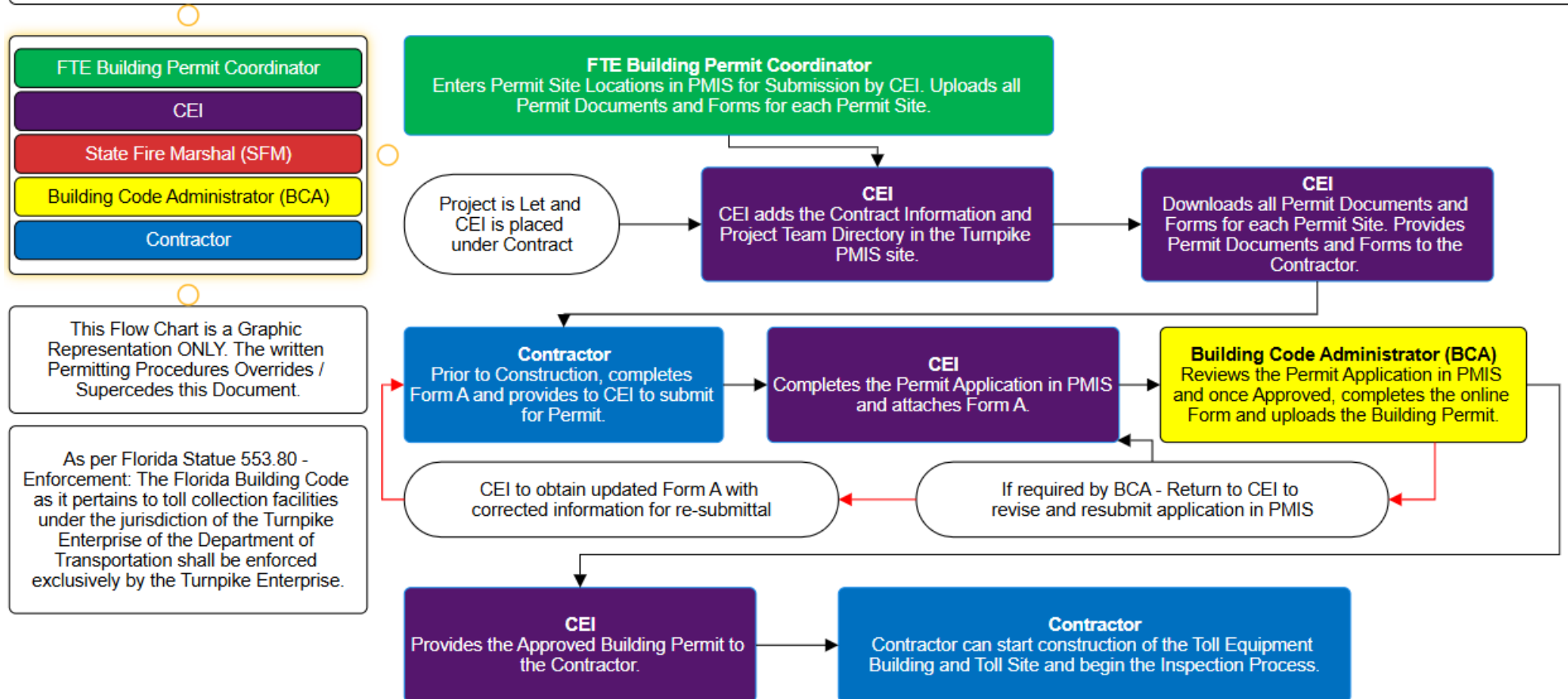
PERMITTING FLOW CHARTS



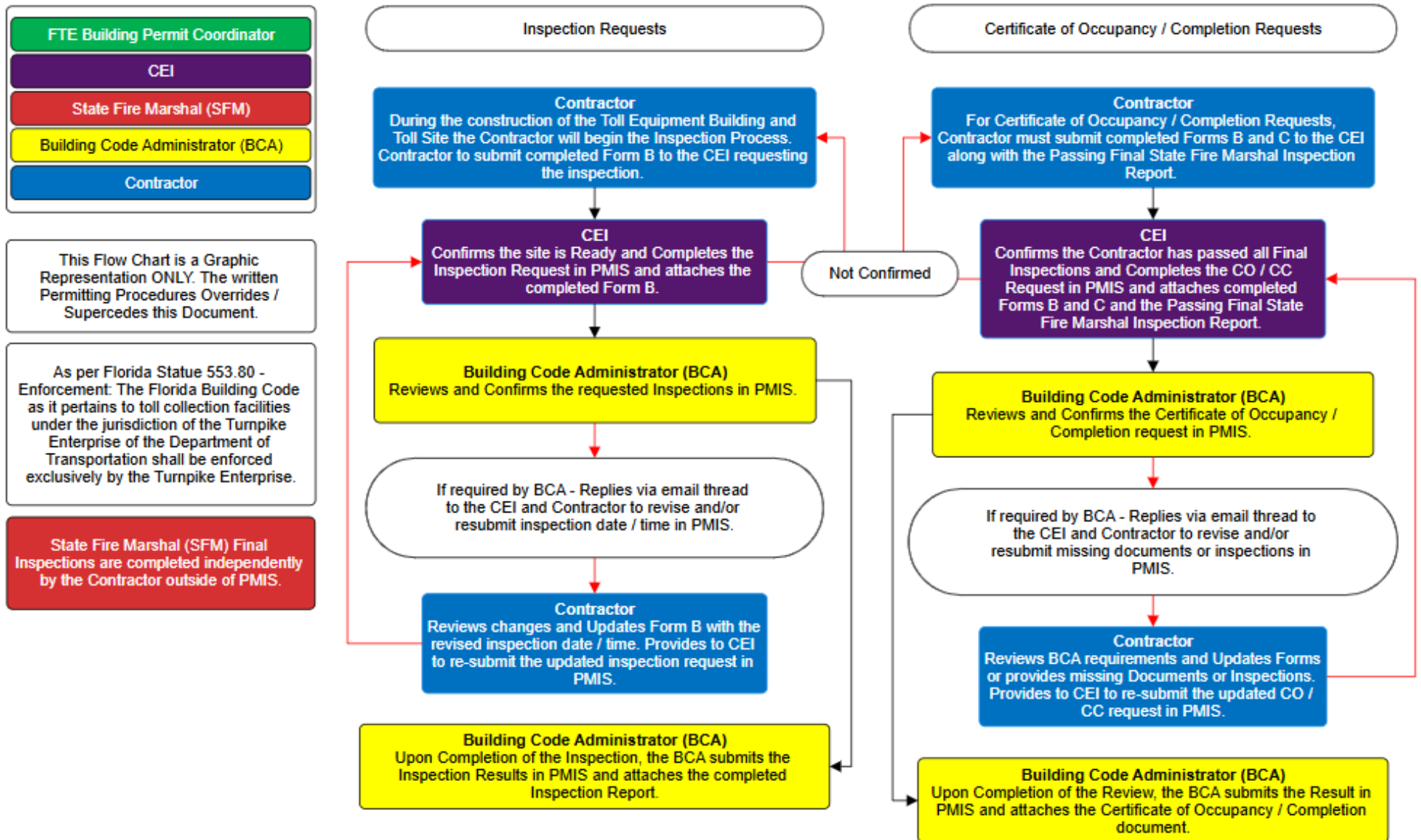
Florida Turnpike Enterprise Design-Build Permit Plan Review and LOA Process



Florida Turnpike Enterprise Permit Issuance Process



Florida Turnpike Enterprise Inspection Process and Completion





CONTACTS

The contents and language contained in this document is considered to be accurate at the time of release.
Should any discrepancies be observed, please contact Dan Walker at:

Dan.Walker@dot.state.fl.us

Other Contact Information:

PMIS SharePoint Online Admin: TPKPMIS.Support@dot.state.fl.us

CGA BCA Official		AtkinsRéalis	
Otto J. Letzelter	✉	Turnpike GEC Building Permit Coordinator	
		Dan Walker	✉ dan.walker@dot.state.fl.us
Nicole Ingersoll	☎	cc: Alfonso Chao	✉ Alfonso.Chao@dot.state.fl.us
		Building Code Contract Coordinator	
		Dan Walker	✉ dan.walker@dot.state.fl.us

NOTE:

This publication is for reference.

Forms A, B, and C shall be utilized for submission in Turnpike Construction's **PMIS** SharePoint Online and can be submitted manually as back-up in the event Turnpike Construction's **PMIS** SharePoint Online is not available.

ARCHITECTURE SHAREPOINT "PERMITTING PACKAGE"

[HTTPS://FLORIDASTURNPIKE.COM/BUSINESS-OPPORTUNITIES/DESIGN/TOLLS-DESIGN/](https://FLORIDASTURNPIKE.COM/BUSINESS-OPPORTUNITIES/DESIGN/TOLLS-DESIGN/)

CONSTRUCTION PMIS SHAREPOINT ONLINE

[TOLL BUILDING CODE INSPECTION SYSTEM](https://FLDOT.SHAREPOINT.COM/SITES/TP-EXT-PMIS-HUB/SITEPAGES/TOLL-BUILDING-CODE-INSPECTION-SYSTEM)

[HTTPS://FLDOT.SHAREPOINT.COM/SITES/TP-EXT-PMIS-HUB/SITEPAGES/TOLL BUILDING CODE INSPECTION SYSTEM.ASPX](https://FLDOT.SHAREPOINT.COM/SITES/TP-EXT-PMIS-HUB/SITEPAGES/TOLL-BUILDING-CODE-INSPECTION-SYSTEM)