



Building Division
306 NE 6th Ave, Bldg B
Gainesville, FL 32601
Ph: 352-334-5050
Email: building@gainesvillefl.gov

Florida Building Code, Building - 105.13 Phased Permit Approval

1. **PROJECT DESIGN** – The project design must be in compliance with the current edition of the Florida Building Code (FBC), the Florida Fire Prevention Code (FFPC), and the Gainesville Land Development Code (LDC), and is the responsibility of the Architect of Record (AOR) and the Engineer of Record (EOR) – All required design elements are based on the requirements of the FBC, the FFPC, and the LDC. **See FBC-B Section 107 Submittal Documents.**
2. **PERMIT REQUIREMENTS** – The contractor is required to submit a permit application and permit fees to the Building Department to start the permitting process – **FBC-B 105.3 Application for Permit**
3. **PERMIT FEES** – For a permit fee estimate, send an email request to building@gainesvillefl.gov – include the Construction Type, the Use Group, the total square footage under roof (conditioned and non-conditioned), and the total cost of building construction (excluding site work improvements).
4. **ELECTRONIC PLANS** – An email invitation, from ProjectDox, will be sent to the applicant to upload the required construction documents. The applicant or designee must upload all required plans and documents into the e-Plan Review System – ProjectDox. **FBC-B 107.2.1 Electronic Media**
5. **DIGITAL SIGNATURES** - All submittals must be digitally signed by a Florida registered architect or engineer as required by state law. **Florida Statutes 481 & 471**
6. **DEFERRED SUBMITTALS** – All required items not provided in the initial permit submittal must be listed by the AOR & EOR as a deferred submittal. **FBC-B 107.3.4.1 Deferred Submittals**
 - **NOTE:** Fire Sprinkler Engineering Documentation and/or Fire Alarm Engineering Documentation shall be provided prior to issuance of the phased building permit & cannot be deferred. **FBC-B 105.3.1.2**
7. **THRESHOLD BUILDINGS** - For all Threshold Buildings, the AOR or EOR must provide a signed & sealed Structural Inspection Plan with the initial permit submittal. **FBC-B 110.8 Threshold Buildings**
8. **SPECIAL INSPECTOR** - Prior to issuance of a Threshold Building permit, the Special Inspector selected by the fee owner, must submit a letter to the Building Department. **Florida Administrative Code 61G15-35.004 & FBC-B 110.8.3 – Special Inspections required by FFPC NFPA 1 – 12.3.2 Quality Assurance for Penetrations & Joints**
9. **PHASED PERMIT REQUEST** - If the contractor of record is requesting a Phased Permit, a letter of request must be provided to the Building Department outlining the scope of Phase 1 and including a list of the drawings and documents needed for the proposed Phase 1 scope. The letter must include a written acknowledgement from the contractor that they proceed at their own risk with the building operation and without assurance that a permit for the entire structure will be granted. **FBC-B 107.3.3 Phased Approval**
10. **PLAN REVIEW PROCESS** - Upon acceptance of the electronic submittal, the project will be assigned to the city review team. For the first review, approval or corrective comments should be issued within 15 business days. If a second or subsequent review cycles are required, approval or corrective comments should be issued within 5 to 15 business days depending on the extent of the previous review comments and the quality of the re-submittal. **Florida Statute 553.792 & 468.604**
11. **PHASED APPROVAL** – When the project is approved for Phase 1, exceeding the Phase 1 scope will not be allowed unless approved by the Building Department in advance. Violations of the Phase 1 approval, the FBC, the FFPC, or LDC will result in a Stop Work Order. **FBC-B 115.2 Issuance**
12. **DESIGN COMPLETION** - Phase 2 will follow the same process as listed above with the assumption it will complete the submittal and review process. The contractor must request a new Building Workflow when ready to submit Phase 2 construction documents. **FBC-B 107.3.1 Approval of Construction Documents**
13. **REVISIONS – PHASED APPROVAL** - All design changes during an active Phase (i.e., Phase 1 – Foundation) will be limited to drawings and documents issued for that Phase. The start of Phase 2 will require all outstanding issues in Phase 1 to be resolved prior to requesting a Phase 2 Workflow - **FBC-B 107.4 Amended Construction Documents**