Uniform Commercial Building Permit Application

> **Scope.** This draft contains only the content that Florida statute requires on a building permit application. Each field cites its source. The majority of the application contains fields required by State Statue, however there are some fields that are not required but are typically needed for permit data. **Each item needs to be filled in or noted as N/A (not applicable).**

PART 1 — APPLICATION FORM

☐ **New Structure** ☐ **Addition** ☐ **Alteration** ☐ **Repair** ☐ **Demolition**

A. Job / Property

Field	Entry	Authority
Job Name		s. 713.135(7)(a)
Job Address		s. 713.135(7)(a)
City		s. 713.135(7)(a)
County		s. 713.135(7)(a)
Legal Description / Tax Folio No.		s. 713.135(5)(c), (7)(a)
Scope of Work		None, but a needed item on the permit application

B. Owner

Field	Entry	Authority
Owner's Name		s. 713.135(5)(a), (7)(a)
Owner's Address		s. 713.135(5)(a), (7)(a)

C. Fee Simple Titleholder *(if other than owner)*

Field	Entry	Authority
Fee Simple Titleholder's Name		s. 713.135(7)(a)
Fee Simple Titleholder's Address		s. 713.135(7)(a)
City / State / Zip		s. 713.135(7)(a)

D. Contractor

Field	Entry	Authority
Contractor's Name		s. 713.135(5)(b), (7)(a)
Contractor's Address		s. 713.135(5)(b), (7)(a)
City / State / Zip		s. 713.135(7)(a)
Contractor's State Certification or Registration No.		s. 713.135(7)(a)
Contractor's Certificate of Competency No.		s. 713.135(7)(a)

E. Bonding Company (If Applicable)

Field	Entry	Authority
Bonding Company		s. 713.135(7)(a)
Bonding Company Address		s. 713.135(7)(a)
City / State		s. 713.135(7)(a)

F. Architect / Engineer (If Applicable)

Field	Entry	Authority
Architect/Engineer's Name		s. 713.135(7)(a)
Architect/Engineer's Address		s. 713.135(7)(a)

G. Mortgage Lender (If Applicable)

Field	Entry	Authority
Mortgage Lender's Name		s. 713.135(7)(a)
Mortgage Lender's Address		s. 713.135(7)(a)

H. Project Valuation

Field	Entry	Authority
Project Valuation/Construction Cost		None, but see reasoning below.

I. Private Provider (If Applicable)

Field	Entry	Authority
Private Provider – Plan Review		None, but see reasoning below.
Private Provider- Inspections		None, but see reasoning below.

Certification *(statutory text)*

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signatures — paper submission

_____ _____

Signature of Owner or Agent

Signature of Contractor

Acknowledgment for Person in an Individual Capacity	Acknowledgment for Person in a Representative Capacity
State of Florida, County of _____. The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this _____ day of _____, 20 _____, by _____ who is [ ] personally known or [ ] produced identification. Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal	State of Florida, County of _____. The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain Representative Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed), who is [ ] personally known or [ ] produced identification. Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

Acknowledgment for Person in an Individual Capacity	Acknowledgment for Person in a Representative Capacity
State of Florida, County of _____. The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this _____ day of _____, 20 _____, by _____ who is [ ] personally known or [ ] produced identification. Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal	State of Florida, County of _____. The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain Representative Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed), who is [ ] personally known or [ ] produced identification. Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

Signature — electronic submission

For applications submitted electronically, the statute allows this statement in place of the signed, sworn, and notarized owner's affidavit signatures (s. 713.135(7)(b)1.):

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

Applicants are encouraged to reach out to the applicable permitting department to see if any additional documents are required, based on the scope of work to be permitted. Separate Trade Permits or Sub-Contractor Affidavits may be required by individual jurisdictions. Please inquire at the specific permitting jurisdiction.

PART 2 — DRAFTING NOTES

What the statutes actually require

1. **s. 713.135(5) and (7)(a)** is the only provision that prescribes application content. Subsection (5) sets four mandatory items (owner name/address, contractor name/address, legal description, permit number). Subsection (7)(a) requires the application to be "in substantially the following form," which supplies the rest of Part 1, and applies "in addition to any other information required by the authority issuing the permit."
2. **s. 553.77(1)(b)**, created by CS/CS/HB 803 (Ch. 2026-63, effective July 1, 2026), directs the Florida Building Commission to adopt a uniform commercial permit application by rule by **July 1, 2027**. The enacted text sets only two design requirements: to the extent feasible, the form must be capable of integration with existing local permit software, and it must account for local amendments to the Florida Building Code. It does not list fields.

Items for Discussion

- **Scope of Work (Section A).** While this information is not a statutory requirement, Building Department staff need a description of the work to determine which review timeframe under s. 553.792 applies, to confirm the application is complete and sufficient, to route it to the other departments and agencies that must approve it, and to describe the permit on issuance and for inspection scheduling. A clear scope of work at filing also reduces later requests for additional information. The field is intentionally short and is not intended to replace plans or other construction documents.
- **Project Valuation (Section H).** Project valuation is not part of the statutory minimum application content, but s. 713.135(5) and (7)(a), Florida Statutes, allow the issuing authority to require additional information. Building departments need the valuation to complete data reports, including the U.S. Census Bureau's Form C-404 (Building Permits Survey), which collects the number and valuation of permitted new housing units, and the Building Code Effectiveness Grading Schedule (BCEGS) questionnaire, which asks for permit valuation by commercial, multifamily and residential category. Valuation also determines when a notice of commencement copy is required before the first inspection (direct contract over $5,000, s. 713.135(1)(e)), and many jurisdictions use it to calculate permit fees. Collecting one contract-based figure at application avoids staff having to estimate it later.
- **Private provider use (Section I) (s. 553.791).** Private provider information is not part of the statutory minimum application content, but s. 713.135(5) and (7)(a), Florida Statutes, allow the issuing authority to require additional information, and s. 553.791 requires a fee owner or contractor using a private provider to notify the local building official, at permit application or by the deadline stated in that section. Identifying the provider at intake lets the department apply the statute's rules for private provider projects, such as not duplicating the provider's plan review or inspections and adjusting the permit fee. It also lets online permitting systems link the provider to the permit from the start of the application, so the provider can submit documents, schedule inspections and track the project without waiting for department staff to update the permit record.
- **Contracts and cost documents.** s. 553.79(1)(f) bars a local government from requiring a builder-owner contract or associated documents (letters of intent, material cost lists, labor costs, overhead or profit statements) for a permit or application. s. 713.135(6) separately bars requiring a direct contract for commercial improvements, with an exception for federal, state, and local government-owned or leased property.
- **Recorded notice of commencement.** s. 713.135(1)(f) bars requiring it as a condition of applying for, processing, or issuing a permit. It is due before the first inspection when the direct contract exceeds $5,000 (s. 713.135(1)(e)), so it belongs in the inspection process, not on the application.
- **Project valuation / construction cost.** No statute I reviewed requires it as an application field. s. 553.791(20) refers to "construction cost ... as stated in the building permit application" to set private-provider insurance limits, which implies jurisdictions collect it. Added to Section H, up for discussion.
- **Square footage, occupancy, construction type, and similar technical data.** These are not statutory application content. If they appear in the Florida Building Code, Chapter 1 (a rule, not a statute), they are outside this draft. Discuss if this should be collected on the form.

- **Permit Number.** s 713.135(5)(d). Required information however, is generally provided after the jurisdiction inputs the data into their permitting system and is auto-generated by the program.