

Uniform Florida Commercial and Residential Permit Application Forms

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1. Introduction

Florida Senate Bill 803 directs the Florida Building Commission (FBC) to adopt uniform building permit applications for both commercial and residential building permits to be used statewide. The permit applications must be capable of integration with existing building permit software systems and must account for local amendments to the Florida Building Code.

The proposed project will draw on input from an Advisory Group formed from building officials, construction industry organizations and associations, engineers, architects, contractors, and electronic permitting program vendors.

2. Scope of Work

Task 1: Recruit and Convene an Expert Advisory Group

The objective of Task 1 is to form a group of experts who can advise on the creation of the uniform building application forms. In addition to representation from building officials, construction industry organizations and associations, engineers, architects, contractors, and electronic permitting program vendors, the group will be formed to represent different geographic regions within the state, different jurisdiction sizes, and different levels of permitting software adoption and integration.

The Advisory Group will be asked to meet virtually each month from August 2026 to May 2027 to develop recommendations for the uniform commercial building permit application and residential building permit application.

- UF ESSIE shall convene an Advisory Group with a minimum of eight (8) members; schedule and facilitate monthly, virtual meetings; and collect, process and document the outcomes of the meetings in the development of uniform commercial building permit application and residential building permit application.

Task 2: Data collection and analysis

The objective Task 2 is to collect and review residential and commercial building permit application forms and processes across Florida and to analyze the data to identify common and necessary permit application form components and to evaluate strategies for integration with existing local government software and processes. This task will also develop, distribute and analyze a survey of contractors, design professionals, and building officials to seek input on aspects of the permit application development.

- UF ESSIE shall collect and review building permit application forms (residential and commercial) from building departments from a representative sample of jurisdictions in Florida.

- UF ESSIE shall identify electronic permitting program vendors operating in the state and determine requirements for permit application integration.
- UF ESSIE shall develop an electronic survey to seek input on permit application development from contractors, building officials, design professionals, and other industry representatives.
- UF ESSIE shall provide a report summarizing the common components of the permit application forms, software vendor requirements, and the survey results.

Task 3: Uniform Permit Applications

The objective of Task 3 is to create a uniform residential building permit application and a uniform commercial building permit application for use in Florida. The forms will be capable of integration with permit application software in use by local governments in Florida and provide flexibility for local amendments to the Florida Building Code.

- UF ESSIE shall provide a uniform residential building permit application and a uniform commercial building permit application for use in Florida. The application will be provided as a fillable pdf form that can export form entries into data structures appropriate for integration with permit application software. The form will be accompanied by documentation and instructions on its use.

3. Staffing

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4. Proposed Budget

The proposed budget for the tasks outlined in Section 2 is \$128,000.

5. Deliverables

- a. An interim report shall be prepared and delivered by February 28, 2027. The interim report will serve as a progress update that details the current state of the project, preliminary results, and descriptions of any issues that may have been encountered. In addition, the interim report shall be formally presented to XX at a time agreed to by the Contractor and Department's Program Manager. The due date may be extended with the approval of the Department's Program Manager.
- b. A draft final report shall be prepared and delivered no later than May 15, 2027, for comments by XX. The report shall contain a detailed executive summary and deliverables of the three tasks discussed in Section 2. This shall include a summary of the data collection, analysis,

and permit application forms. The final report shall be prepared with revisions to address XX comments and delivered by June 15, 2027. In addition, the draft final report and the final report shall be formally presented to XX at a time agreed to by the Contractor and Department's Program Manager. The due date may be extended with the approval of the Department's Program Manager.