**Nonbinding Advisory Opinion Petition Submittal and Review Process**

**Step 1: Petition Download:** The Petition for Nonbinding Advisory Opinion is available for download from the following link: **[Petition for Nonbinding Advisory Opinion](https://floridabuilding.org/help/Petition%20for%20Non-Binding%20Advisory%20Opinion.pdf%22%20%5Ct%20%22_blank)**

**Step 2: Petition Submittal to the Florida Building Commission**: Petitioner shall complete the petition and shall serve the petition on the local government’s general counsel or administrator by certified mail, return receipt requested. Additionally, the petitioner shall send a copy of the petition to the Commission by mail or email:

(Mailing Address)
Office of Codes and Standards

Attention: Nonbinding Advisory Opinion Petition
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399
(850) 487-1824

(Email Address)
ProCodesNBAO@myfloridalicense.com

**Step 3: Local Government Response:** The local government shall respond to the petitioner by certified mail, return receipt requested, and send a copy of its response to the Commission within **14 days** after receipt of the petition, including Saturdays, Sundays, and legal holidays.

**Step 4: Publishing the Petition**: Upon receipt of the completed petition, the Commission shall publish the petition, including any response submitted by the local government, on the Building Code Information System.

**Step 5: Public Comment**: The Commission will accept public comments on the petition via email. Comments shall be emailed to ProCodesNBAO@myfloridalicense.com.

**Step 6: Posting Public Comment on the Building Code Information System**: Commission staff will post the public comments on the Building Code Information System for review by the public.

**Step 7: Petition Review by the Appropriate Technical Advisory Committee (TAC):** A TAC meeting will be held to review and discuss the petition, the local government’s response, and any public comments. The TAC will provide a recommendation to the Commission regarding the petition.

**Step 8: Nonbinding Advisory Opinion:** The Commission shall issue a nonbinding advisory opinion stating whether the regulation, law, ordinance, policy, amendment, land use provision, or zoning provision is a technical amendment to the Florida Building Code within 30 days after the filing of the petition with the Commission, including Saturdays, Sundays, and legal holidays.

**Step 9: Publishing the Nonbinding Advisory Opinion:** The Commission shall publish its nonbinding advisory opinion on the Building Code Information System and in the Florida Administrative Register. [Click here to view published nonbinding advisory opinions.](https://floridabuilding.org/fbc/NON-Binding_Opinion_Process/Non-Binding_Advisory_Opinion.html)

***Note:*** *The Commission’s advisory opinion is nonbinding and is not a declaratory statement under s. 120.565, Florida Statutes.*