



FLORIDA INTERNATIONAL UNIVERSITY

BUILDING CODE ADMINISTRATION

Florida International University / Facilities Management Department

11555 S.W. 17th Street; MMC, CSC 113

Miami, FL 33199

Tel: 305-348-4070-Fax: 305-348-4010

Building Code Administration Tel: 305-348-4666 Fax: 305-348-7199

BUILDING PERMIT APPLICATION PACKAGE

PAGE 1: GENERAL INFORMATION/INSTRUCTIONS.

PAGE 2: APPLICANT/GENERAL CONTRACTOR INFORMATION:

- Provide a copy of current license to perform the work (either State of Florida or Miami-Dade County); including license type, number and expiration date.
- Provide Qualifying Agent's Signature.
- Copy of required Insurance Certificates: *General Liability/ Liability, Workers' Compensation and Employer's Liability-indicating the policy carries an endorsement, which names the Florida International Board of Trustees, Florida International University, the State of Florida, the Florida Board of Governors, and their respective trustees, directors, officers, employees and agents listed as additional insured.*
- Project Name.
- Project FM Number (to be obtained from FIU Project Manager).
- Description of Work/Scope of Work.
- Any other pertinent information (if applicable).
- Architect/Engineer information; including license type, number and expiration date.
- **Permits determined to be issued on the basis of an affidavit will require an executed affidavit letter by the Architect/Engineer of Record. A reference affidavit form letter may be made available upon request.*

PAGE 3: SUB-CONTRACTOR INFORMATION:

- Provide a copy of current license to perform the work (either State of Florida or Miami-Dade County); including license type, number and expiration date.
- Provide Qualifying Agent's Signature.
- Copy of required Insurance Certificates: *General Liability/ Liability, Workers' Compensation and Employer's Liability-indicating the policy carries an endorsement, which names the Florida International Board of Trustees, Florida International University, the State of Florida, the Florida Board of Governors, and their respective trustees, directors, officers, employees and agents listed as additional insured.*

SUPPLEMENTAL DOCUMENTATION:

- (2) Sets of Construction Documents (Signed and sealed when required).
- Copy of State Fire Marshal's Office approval letter & drawings (Stamped).
- Copy of Sub-surface Soils/Geotechnical Report (Signed and sealed).
- Asbestos Notification Statement (If applicable).
- Structural Inspection Plan, per 553.79(5)(a) Florida Statutes, for Threshold Buildings.
- (2) Sets of Shoring/Re-shoring Plans (Signed and sealed; if applicable).
- (2) Sets of EECBC "Energy Calculations" (Signed and sealed; if applicable).
- Hot Work Permit (If applicable); Issued by FIU EH&S – 305-348-0490.
- FIU Space Committee Approval (If applicable).
- Major projects involving new construction will also require:
 - Site Plan depicting construction site utilization.
 - Separate permits for construction trailer(s) & temporary electrical service.



FLORIDA INTERNATIONAL UNIVERSITY
BUILDING CODE ADMINISTRATION
BUILDING PERMIT APPLICATION PACKAGE
APPLICANT / GENERAL CONTRACTOR INFORMATION

APPLICATION DATE: _____

APPLICANT:

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

PROJECT INFORMATION:

PROJECT NAME: _____

FM NO. & PROJECT MANAGER _____

PROJECT ADDRESS: _____

DESCRIPTION OF WORK:

VALUATION OF WORK: \$ _____

TYPE OF WORK (CIRCLE):

DEMOLITION REMODELING NEW RENOVATION ADDITION REPAIR

ARCHITECT/ENGINEER OF RECORD INFORMATION:

NAME/FIRM: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. I acknowledge to have read all pages of the Building Permit Application Package. Review and approval of construction documents by the Building Code Administrator does not relieve the contractor and/or his subcontractors from the responsibility of complying with all applicable codes and standards as adopted by the State and FIU/ Board of Trustees. In addition to the requirements of this permit, there may be additional restrictions applicable to this property, as such there may be additional permits required from federal or other state agencies.

The Florida Building Code, 8th Edition (2023), is in effect for this application.



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BUILDING PERMIT APPLICATION PACKAGE
SUBCONTRACTOR INFORMATION

(Make additional copies of this form as needed to list all subcontractors performing work on the project).

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____