



# FLORIDA INTERNATIONAL UNIVERSITY

## BUILDING CODE ADMINISTRATION

Florida International University / Facilities Management Department

11555 S.W. 17<sup>th</sup> 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 REQUIREMENTS FOR TEMPORARY STRUCTURES (SPECIAL CONSTRUCTION REQUIREMENTS OF FBC 8<sup>TH</sup> ED., (2023); CHAPTER 31)**

#### **Permit Required:**

*Temporary structures that cover an area greater than 120 square feet, including connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official.*

#### **APPLICATION, APPLICANT/GENERAL CONTRACTOR INFORMATION:**

- Provide complete and executed Building Permit Application Package.
- 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 and Project Manager Name (contact the Facilities Management Construction Department).
- Description of Work/Scope of Work.
- Architect/Engineer information; including license type, number and expiration date (if applicable).
- Any other pertinent information (if applicable).

#### **REQUIRED SUPPLEMENTAL DOCUMENTS (2 SETS REQUIRED):**

- Construction Documents/Shop Drawings (Signed and sealed).
- Site Plan indicating the following: electrical, water/sewer and sanitary services, life safety elements, occupancy loads and general means of egress. Drawings must be signed and notarized by the Contractor.
- Drawings for accessible site elements (i.e. Ramps, handrails/guardrails, parking area, accessible routes, etc.). Drawings must be signed and sealed.
- Electrical drawings indicating temporary electrical connections to temporary structure. Drawings must be signed and notarized by the Electrical Sub-Contractor.
- A Structural Inspection Plan/Report shall be submitted by a State of Florida Professional Engineer who shall inspect all structural components of the temporary structure and submit an affidavit attesting compliance with the Florida Building Code and applicable technical codes prior to occupancy (If Applicable).
- Other pertinent information and/or items deemed necessary by the Building Official.



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### OTHER APPLICABLE CODE REQUIREMENTS:

1. Temporary structures shall be located minimum of 30'-0" from existing structures as required by FBC 8<sup>th</sup> Ed., (2023); 3103.3.
2. Portable fire extinguishing equipment shall be of approved type and quantity as directed by AHJ. FFPC; 25.2.5.
3. All fabric to meet the flame propagation performance criteria contained in Test Method 2 of NFPA 701 as required by FFPC; 25.2.2.1.
4. The finished ground level enclosed by any temporary structure, and the finished ground level for a reasonable distance, but for not less than 10 feet outside of a temporary structure, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment as required by FFPC; 25.2.4.1.
5. Means of Egress shall comply with FFPC; 25.1.3 and shall have an exit access travel distance of 100 feet or less as required by FBC 8<sup>th</sup> Ed., (2023); 3103.4.
6. No storage or handling of flammable liquids or gases shall be permitted as per FFPC; 25.1.4.2.
7. There shall be *No Smoking* permitted within the Temporary Structure as per FFPC; 25.1.5.2.
8. Electrical system and equipment shall be isolated from the public by proper elevation or guarding, and all electrical fuses and switches shall be enclosed in approved enclosures. Cables on the ground in areas traversed by the public shall be placed in trenches or protected by approved covers as per FFPC; 25.1.9.3.
9. Generators and other internal combustion power sources shall be separated from the temporary structure by a minimum of 5 feet and shall be protected from contact by fencing, enclosure, or other approved means. A minimum of (1) portable fire extinguisher with a rating not less than 2-A:10-B:C shall be provided at each generator location.



**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, 8<sup>th</sup> Edition (2023), is in effect for this application.**



**FLORIDA INTERNATIONAL UNIVERSITY**  
**BUILDING CODE ADMINISTRATION**  
**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): \_\_\_\_\_

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INDICATE TRADE: \_\_\_\_\_

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QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): \_\_\_\_\_

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LICENSE NO. \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

QUALIFYING AGENT'S NAME: \_\_\_\_\_

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): \_\_\_\_\_