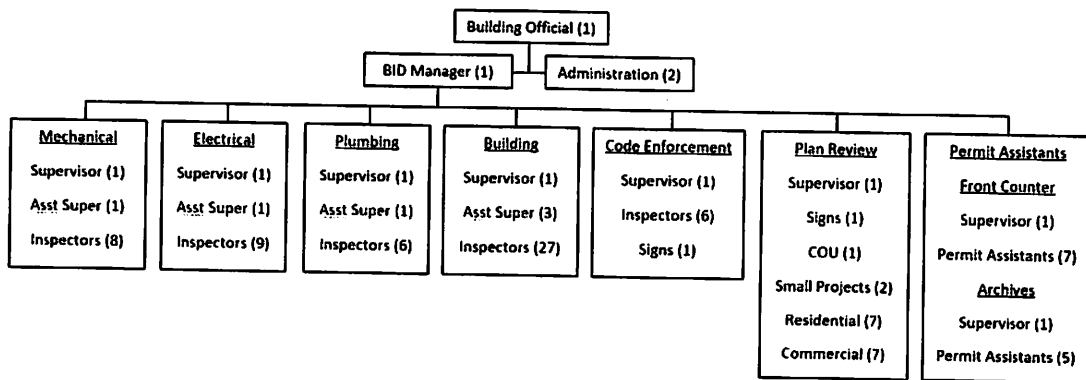# Special Committee Presentation

Building Permits: How Do We Meet the
Growing Needs of Our Customers?

## Focus of Presentation

- Building Inspection Division Organizational Chart
- Number of Issued Building Permits
- Number of Completed Plan Reviews for Building Permits
- Increases in Small Project Plan Review
- Building Permit Workflow Process Chart
- Changes in Processes due to Statute changes
- Industry Concerns
- Next Steps

# Building Inspection Division Org Chart

```
                          ┌──────────────────────┐
                          │  Building Official (1) │
                          └──────────┬───────────┘
                  ┌──────────────────┴──────────────────┐
            ┌─────────────┐                     ┌──────────────────┐
            │ BID Manager (1) │─────────────────│ Administration (2) │
            └─────────────┘                     └──────────────────┘
```

| Mechanical | Electrical | Plumbing | Building | Code Enforcement | Plan Review | Permit Assistants |
|---|---|---|---|---|---|---|
| Supervisor (1) | Supervisor (1) | Supervisor (1) | Supervisor (1) | Supervisor (1) | Supervisor (1) | Front Counter |
| Asst Super (1) | Asst Super (1) | Asst Super (1) | Asst Super (3) | Inspectors (6) | Signs (1) | Supervisor (1) |
| Inspectors (8) | Inspectors (9) | Inspectors (6) | Inspectors (27) | Signs (1) | COU (1) | Permit Assistants (7) |
| | | | | | Small Projects (2) | Archives |
| | | | | | Residential (7) | Supervisor (1) |
| | | | | | Commercial (7) | Permit Assistants (5) |

# Number of Building Permits Issued

Single Family and Townhomes (NEFBA Historical Permit Data)
- 2004 – 6,101
- 2005 – 8,360
- 2019 – 4,209
- 2020 – 5,463

Total number of Residential Building Permits Issued

- 2004 – 14,356     (New buildings – 44.67%)
- 2005 – 16,371     (New buildings – 52.72%)
- 2019 – 15,107     (New buildings – 28.53%)
- 2020 – 16,868     (New buildings – 33.77%)

# Increases in Small Project Plan Review
(Building Permits Only)

|  | 2017 | 2018 | 2019 | 2020 | 2021 (projected) |
|---|---|---|---|---|---|
| Becky | 1676 | 1789 | 1901 | 3086 | 3290 |
| George | 2366 | 2501 | 2249 | 2717 | 2616 |
| Totals | 4042 | 4290 | 4150 | 5803 | 5906 |

## Number of Plan Reviews Performed
(Building Permit Reviews)

- 2004 – 17,151
- 2005 – 20,058
- 2019 – 21,581
- 2020 – 23,696   ⟩ *includes commercial*

## Percentage of Building Permits with Three or more Plan Reviews

- 2004 – 10.14%
- 2005 – 9.14%
- 2019 – 13.25%
- 2020 – 12.81%

# Building Permit Workflow Process Chart

- The approval of a Building Permit requires more than just demonstrating compliance with the Florida Building Code.

- Agency Approvals, verifying compliance with Federal, State, and local rules, laws, and ordinances, are part of the process.

- The process also includes plan review for items such as the Florida Fire Prevention Code and local ordinance.

## Changes due to Changes in Statutes

- 30 business day deadline for one- and two-family homes; penalties if deadlines are not met
- 10 business day deadline for resubmissions; penalties if deadlines are not met
- 10 business day deadline for "sufficiency" review of permit application
- 45 business day deadline for review some small "commercial" permits; penalties if deadline is not met
- Cannot request copies of contracts to validate job cost

## Industry Concerns and Suggestions

- Small Projects - prior to COVID-19, this was a walk-in process with same day review/permit issuance. What steps need to be made to return to this process?
- Route master/repeat permits and private provider reviewed permits – Can these permits be routed to specific plans examiners to expedite the reviews?
- Corrections/Revisions – Can resubmissions be given a priority?
- Agency Review – Like small projects, this was once a walk-in, one day review/approval process.

# Industry Concerns and Suggestions

- Provide a better understanding of timeline for each step of process, and target timeframes.
- Provide detailed permit reporting with number of permits by type and where they are in the process.
- Improve consistency.
- Reduce/eliminate the amount of "new" comments on subsequent reviews.
- Revise master/repeat permit procedures.

# Next Steps

- Sufficiency Review
  - Will utilize an existing internal gatekeeping process
  - Goal to shorten review times and reduce the need for resubmissions
- Resubmissions
  - 10 business day turn around on resubmissions: corrections and revisions
- Increase use of Checklists
  - Standardize the submission and review processes
  - Improve consistency of plan reviews

# Next Steps

- Reviews per Plans Examiner Per Week
  - Based on the last four years, BID Plans Examiners complete an average of 25.
  - Current Building Permits submission levels would require around 22 plans examiners based on this average.
- New Permitting Application
  - Improved customer experience – profiles, interface, multiple device support.
  - Improved staff efficiencies – new dashboards, workflows, etc.
  - Improved reporting and management tools – for our customers and staff.

|  | 2020 | 2019 | 2005 | 2004 |
|---|---|---|---|---|
| **RESIDENTIAL CONSTRUCTION - NEW BUILDING** | | | | |
| 3 Or 4 Families | 4 | 9 | 87 | 24 |
| Apartments | 91 | 52 | 102 | 73 |
| Carports | 0 | 1 | 0 | 0 |
| Condominiums | 0 | 0 | 389 | 161 |
| Duplex | 28 | 18 | 6 | 3 |
| Garages | 22 | 11 | 0 | 0 |
| Other | 3 | 10 | 175 | 53 |
| Single Family | 4,504 | 3,481 | 7,871 | 6,099 |
| Townhouse | 1,045 | 728 | 0 | 0 |
| Totals | 5,697 | 4,310 | 8,630 | 6,413 |
| | | | | |
| **RESIDENTIAL CONSTRUCTION - OTHER THAN NEW BUILDING** | | | | |
| Accessory Building | 1,469 | 1,358 | 657 | 766 |
| Addition | 502 | 504 | 2,409 | 2,835 |
| Alterations & Repairs | 1,355 | 1,775 | 2,803 | 2,590 |
| Converting Use | 8 | 12 | 9 | 10 |
| Demolition | 497 | 634 | 526 | 413 |
| Foundation Only | 12 | 28 | 8 | 16 |
| Mobile Home Parks | 0 | 0 | 2 | 2 |
| Mobile Home Replacement | 0 | 0 | 0 | 0 |
| Move Bldg Into Duval | 0 | 0 | 3 | 4 |
| Move Bldg Out Of Duval | 0 | 0 | 3 | 5 |
| Move Bldg Within Duval | 1 | 1 | 2 | 3 |
| New Building | 0 | 0 | 0 | 0 |
| Other | 382 | 363 | 234 | 225 |
| RV Parks &Camps | 0 | 0 | 0 | 0 |
| Shell Building | 0 | 0 | 0 | 0 |
| Siding Installation/Repair | 710 | 619 | 0 | 0 |
| Small Cell | 0 | 0 | 0 | 0 |
| Swimming Pool | 762 | 612 | 1,085 | 1,074 |
| Tenant Build-Out | 1 | 0 | 0 | 0 |
| Window/Door Replacement | 5,472 | 4,891 | 0 | 0 |
| Totals | 11,171 | 10,797 | 7,741 | 7,943 |
| | | | | |
| **NON-RESIDENTIAL CONSTRUCTION - NEW BUILDING & STRUCTURES** | | | | |
| Amusement Recreation | 16 | 9 | 27 | 11 |
| Business Condo | 1 | 0 | 0 | 0 |
| Church, Other Religious | 3 | 3 | 17 | 15 |
| Convert Residence | 0 | 0 | 0 | 0 |
| Hospital, Institutional | 4 | 7 | 1 | 2 |
| Hotel,Motel,Dormitory | 2 | 5 | 3 | 9 |
| Industrial | 26 | 13 | 32 | 44 |
| Office, Bank, Professional | 12 | 27 | 133 | 118 |
| Other | 26 | 34 | 93 | 64 |
| Parking Garages | 4 | 8 | 5 | 0 |

| | | | | |
|---|---|---|---|---|
| Restaurants | 6 | 8 | 22 | 21 |
| School, Library, Other Educational | 6 | 4 | 4 | 9 |
| Service Station, Repair Garage | 5 | 7 | 5 | 5 |
| Stores, Mercantile | 15 | 31 | 67 | 93 |
| Utilities | 4 | 23 | 2 | 1 |
| Totals | 130 | 179 | 411 | 392 |

**NON-RESIDENTIAL CONSTRUCTION - OTHER THAN NEW BUILDING**

| | | | | |
|---|---|---|---|---|
| Accessory Building | 117 | 149 | 65 | 60 |
| Addition | 26 | 47 | 98 | 105 |
| Address Only | | | 2 | 6 |
| Alterations & Repairs | 779 | 892 | 1,201 | 1,121 |
| Converting Use | 122 | 154 | 12 | 10 |
| Demolition | 61 | 106 | 205 | 166 |
| Foundation Only | 29 | 41 | 23 | 28 |
| Ground | 0 | 0 | 53 | 42 |
| Mobile Home Parks | 0 | 0 | 0 | 0 |
| Move Bldg Into Duval | 0 | 0 | 2 | 4 |
| Move Bldg Out Of Duval | 0 | 0 | 0 | 0 |
| Move Bldg Within Duval | 0 | 1 | 1 | 3 |
| New Building | 0 | 0 | 0 | 0 |
| Other | 285 | 315 | 374 | 298 |
| RV Parks &Camps | 1 | 0 | 0 | 0 |
| Shell Building | 21 | 28 | 0 | 0 |
| Siding Installation/Repair | 9 | 12 | 0 | 0 |
| Small Cell | 10 | 0 | 0 | 0 |
| Swimming Pool | 37 | 34 | 14 | 13 |
| Tenant Build-Out | 316 | 382 | 0 | 0 |
| Window/Door Replacement | 16 | 19 | 0 | 0 |
| Totals | 1,829 | 2,180 | 2,050 | 1,856 |
| | | | | |
| Building permit Totals | 18,827 | 17,467 | 18,970 | 16,604 |

**Summary**

| | | | | |
|---|---|---|---|---|
| Building Permit | 18,824 | 17,466 | 19,080 | 16,697 |
| Electrical Permit | 27,539 | 27,024 | 37,653 | 33,076 |
| Fire Permit | 1,848 | 1,766 | | |
| Mechanical Permit | 22,064 | 22,033 | 25,162 | 22,765 |
| Mobile Home Permit | 419 | 462 | 644 | 565 |
| Plumbing Permit | 17,257 | 16,324 | 23,089 | 21,245 |
| Right Of Way Permit | 5,389 | 5,393 | 6,492 | 6,182 |
| Roofing Permit | 17,427 | 14,030 | 8,220 | 6,376 |
| Sign Permit | 1,610 | 2,086 | 3,215 | 3,025 |
| SiteWork Permit | 446 | 539 | 852 | 853 |
| Totals | 112,823 | 107,123 | 124,407 | 110,784 |

## New Housing Starts
## Single Family Dwellings

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total Permits Issued |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | 342 | 401 | 321 | 307 | 369 | 291 | 267 | 285 | 314 | 294 | 378 | 449 | 4,018 |
| 2019-20 | 313 | 427 | 511 | 263 | 321 | 276 | 378 | 429 | 368 | 441 | 372 | 296 | 4,395 |
| 2020-21 | 409 | 727 | 548 | 586 | 478 | 335 | 442 | 519 | 441 | 490 | 587 | 457 | 6,019 |
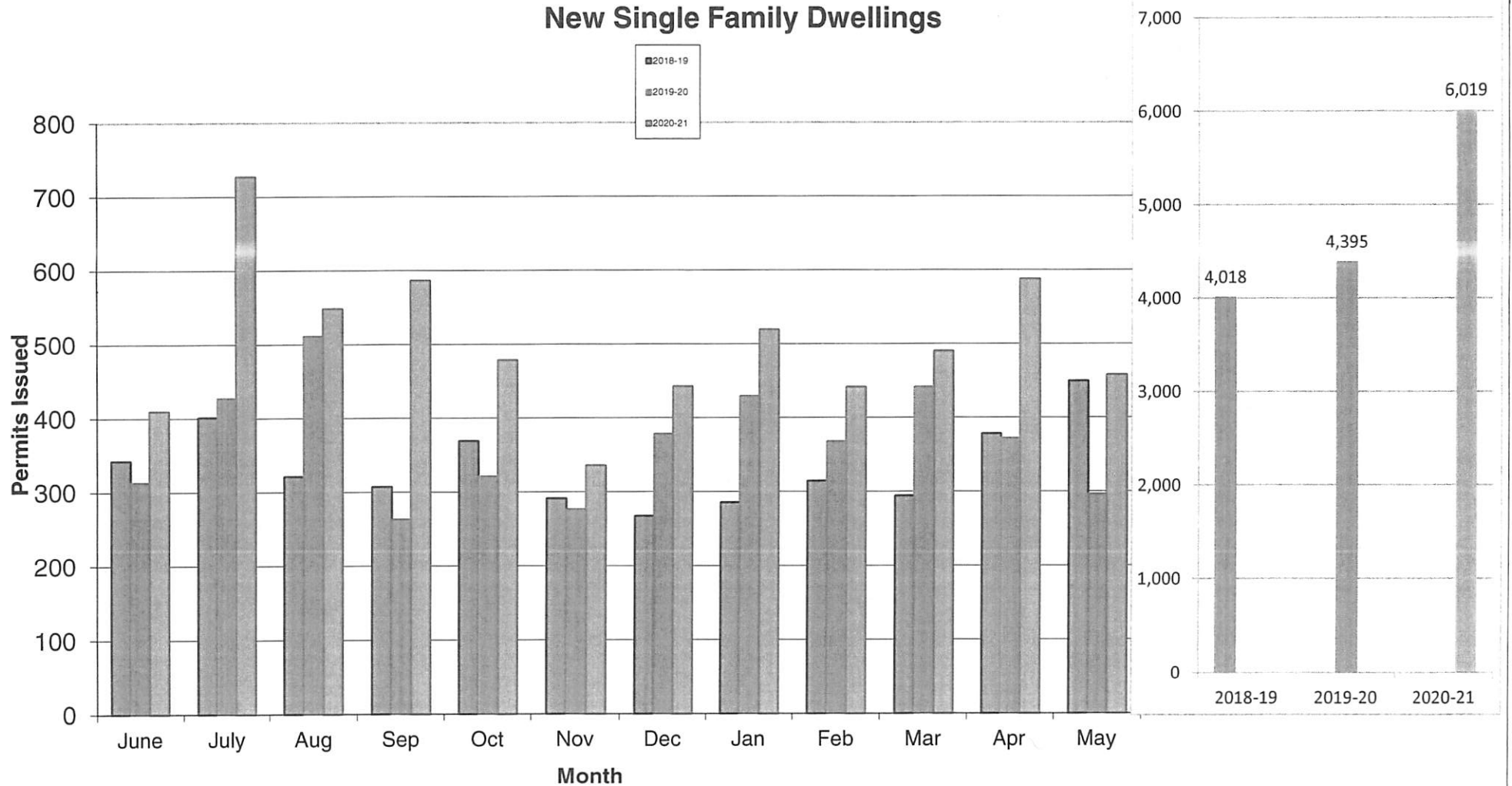
## Building Inspection Division
## All Building and Roofing Permits

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | 3,011 | 3,085 | 2,953 | 2,440 | 3,032 | 2,262 | 1,960 | 2,509 | 2,399 | 2,720 | 3,050 | 2,952 | 32,373 |
| 2019-20 | 2,665 | 2,790 | 2,881 | 2,320 | 2,747 | 2,232 | 2,231 | 2,818 | 2,575 | 2,752 | 2,375 | 2,543 | 30,929 |
| 2020-21 | 3,346 | 3,571 | 3,425 | 3,755 | 3,493 | 2,478 | 2,975 | 2,812 | 2,900 | 3,716 | 3,711 | 3,165 | 39,347 |



All Building and Roofing Permits
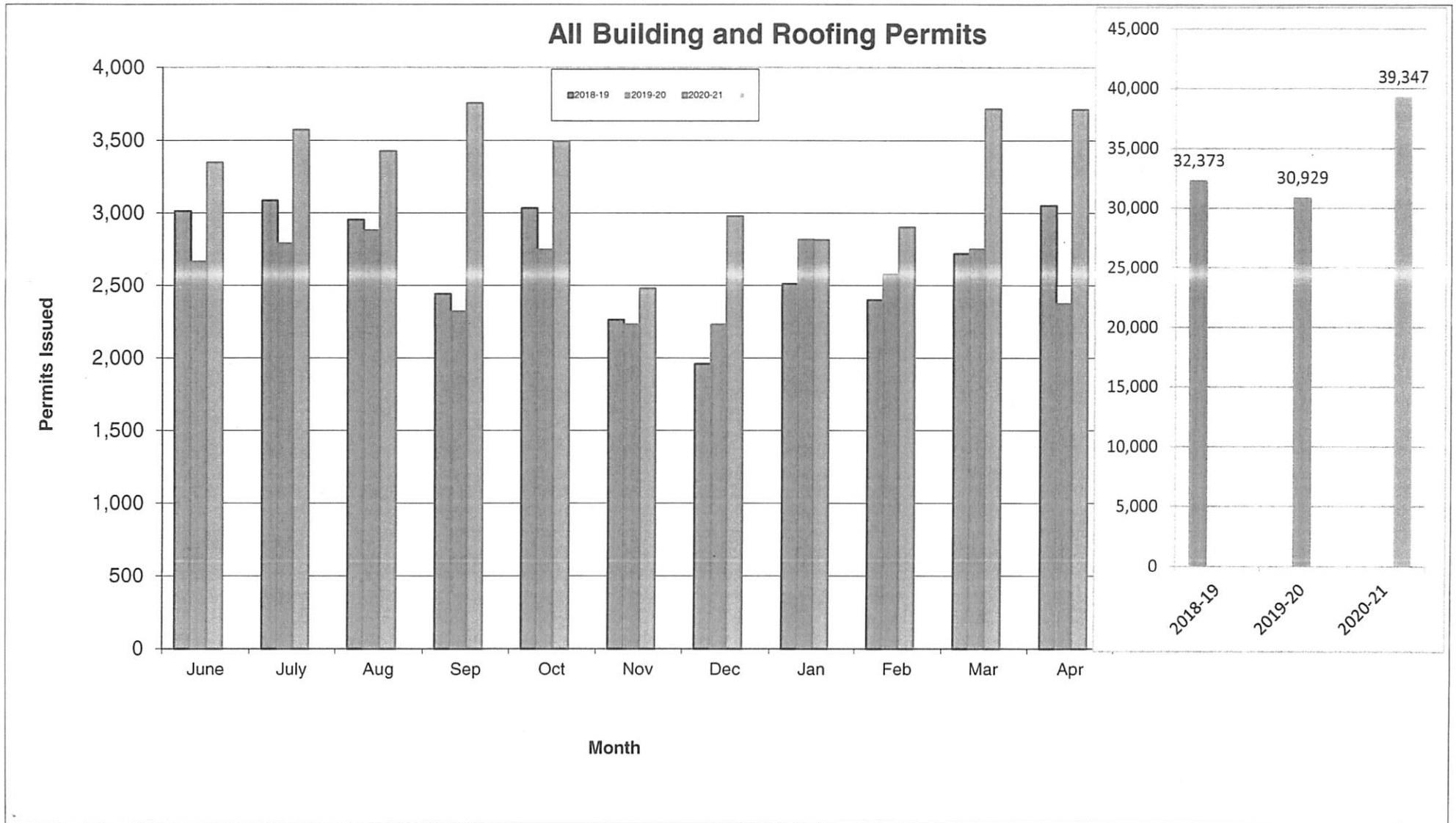
## All Trades Permits Issued

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | 8,514 | 8,765 | 8,956 | 7,691 | 8,480 | 7,711 | 6,323 | 8,058 | 8,413 | 8,701 | 8,946 | 8,986 | 99,544 |
| 2019-20 | 8,876 | 9,558 | 9,105 | 7,710 | 9,060 | 6,697 | 7,032 | 8,866 | 7,234 | 8,737 | 6,931 | 8,634 | 98,440 |
| 2020-21 | 9,605 | 10,388 | 9,625 | 9,980 | 9,826 | 7,228 | 7,905 | 8,081 | 7,673 | 10,076 | 10,019 | 9,831 | 110,237 |
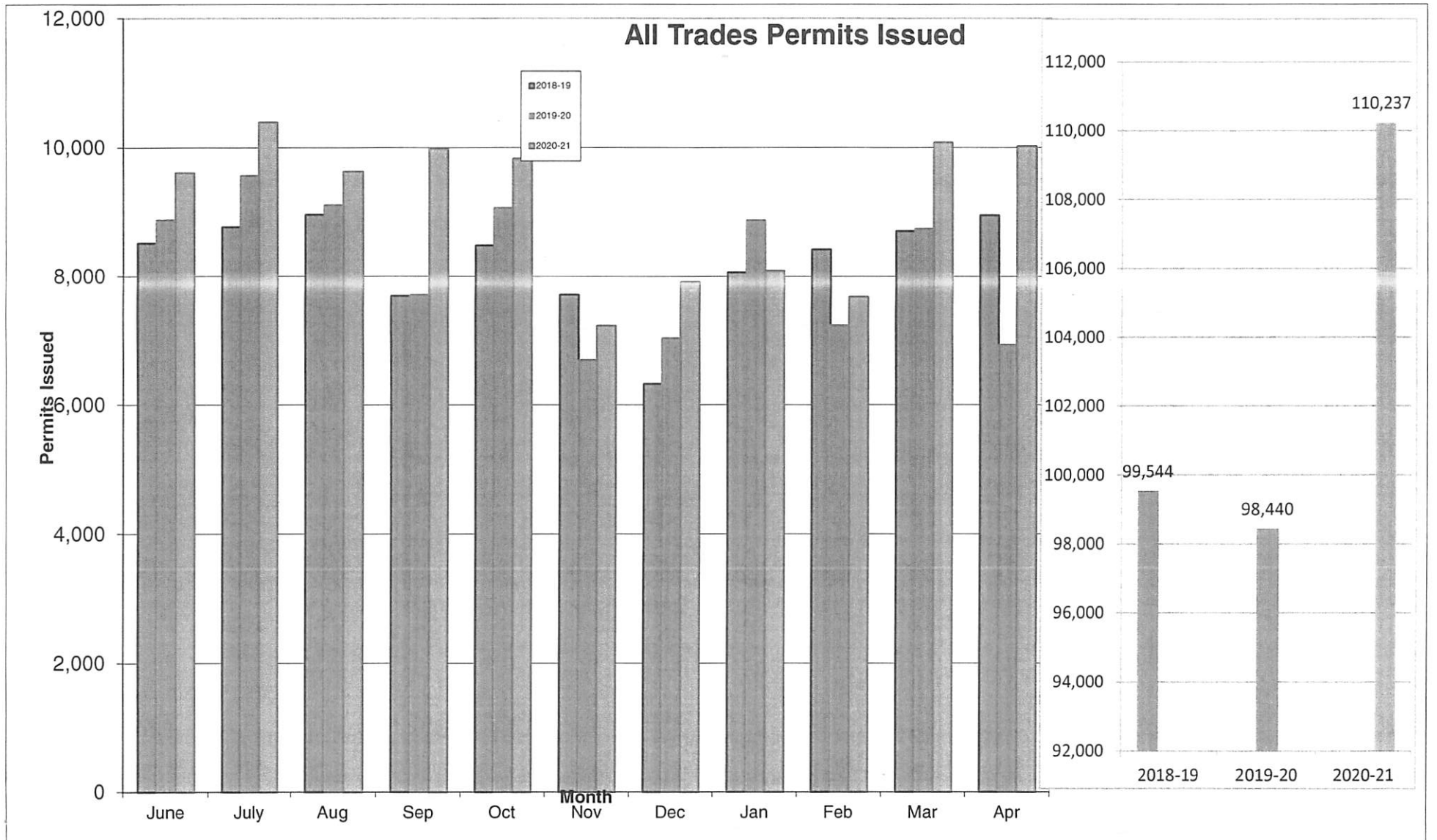


All Trades Permits Issued

## All Building and Roofing Inspections

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | 11,852 | 11,875 | 13,125 | 10,053 | 11,707 | 10,377 | 10,751 | 10,578 | 9,954 | 10,087 | 10,906 | 11,245 | 132,510 |
| 2019-20 | 9,807 | 11,370 | 11,579 | 10,354 | 12,354 | 10,000 | 8,228 | 10,595 | 10,053 | 11,646 | 10,225 | 9,049 | 125,260 |
| 2020-21 | 10,587 | 11,362 | 11,814 | 12,614 | 13,378 | 10,960 | 9,610 | 11,326 | 11,421 | 13,855 | 13,160 | 11,681 | 141,768 |
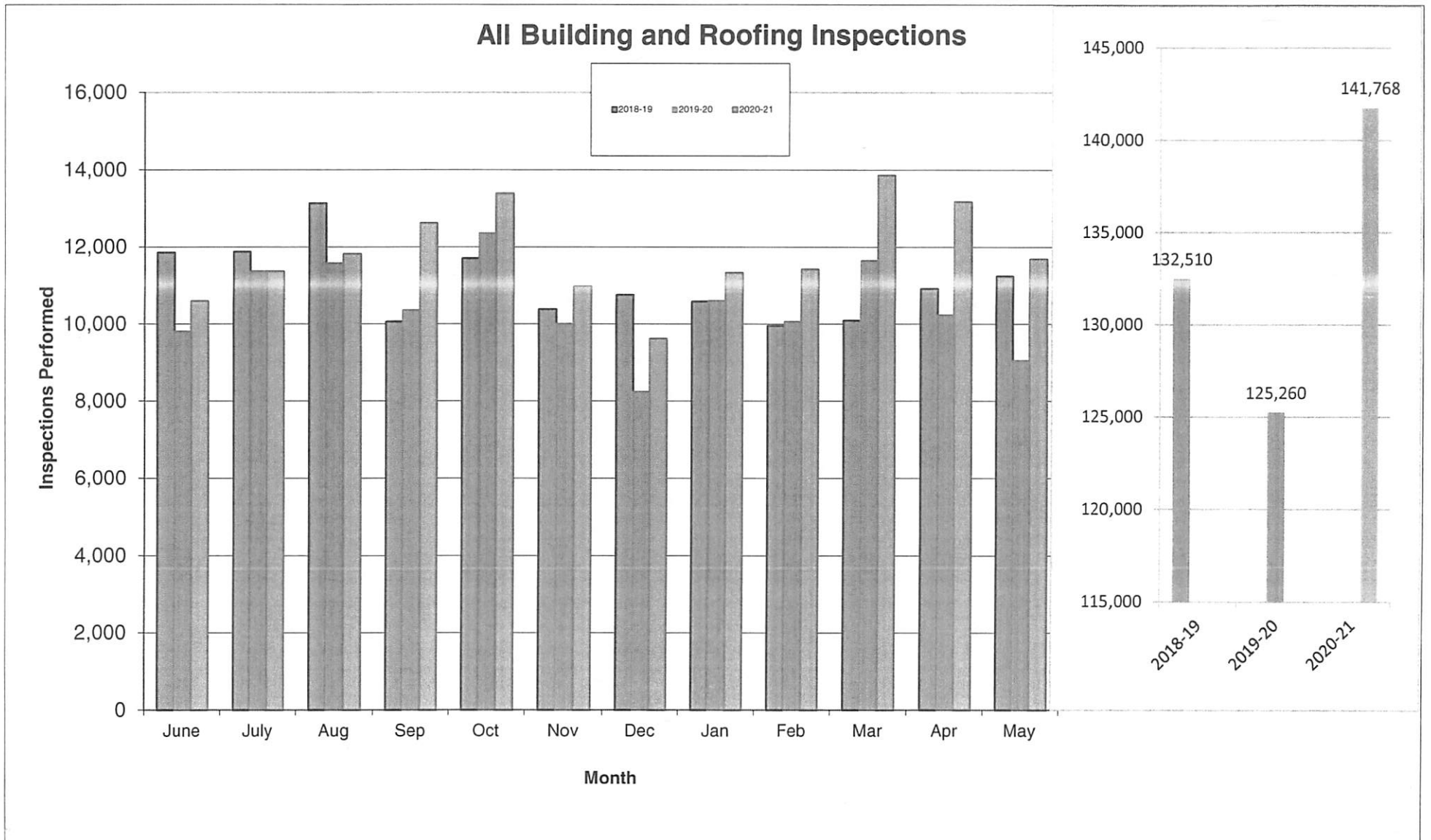


All Building and Roofing Inspections

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | 21,828 | 21,949 | 21,952 | 20,416 | 23,642 | 21,461 | 17,064 | 22,075 | 20,620 | 20,425 | 22,306 | 22,615 | 256,353 |
| 2019-20 | 20,109 | 23,217 | 24,801 | 21,039 | 26,001 | 20,949 | 21,322 | 22,242 | 21,008 | 23,904 | 20,592 | 16,691 | 261,875 |
| 2020-21 | 26,542 | 23,429 | 23,496 | 25,160 | 26,757 | 22,665 | 25,156 | 22,642 | 23,724 | 26,933 | 25,690 | 20,225 | 292,419 |



All Trades Inspections
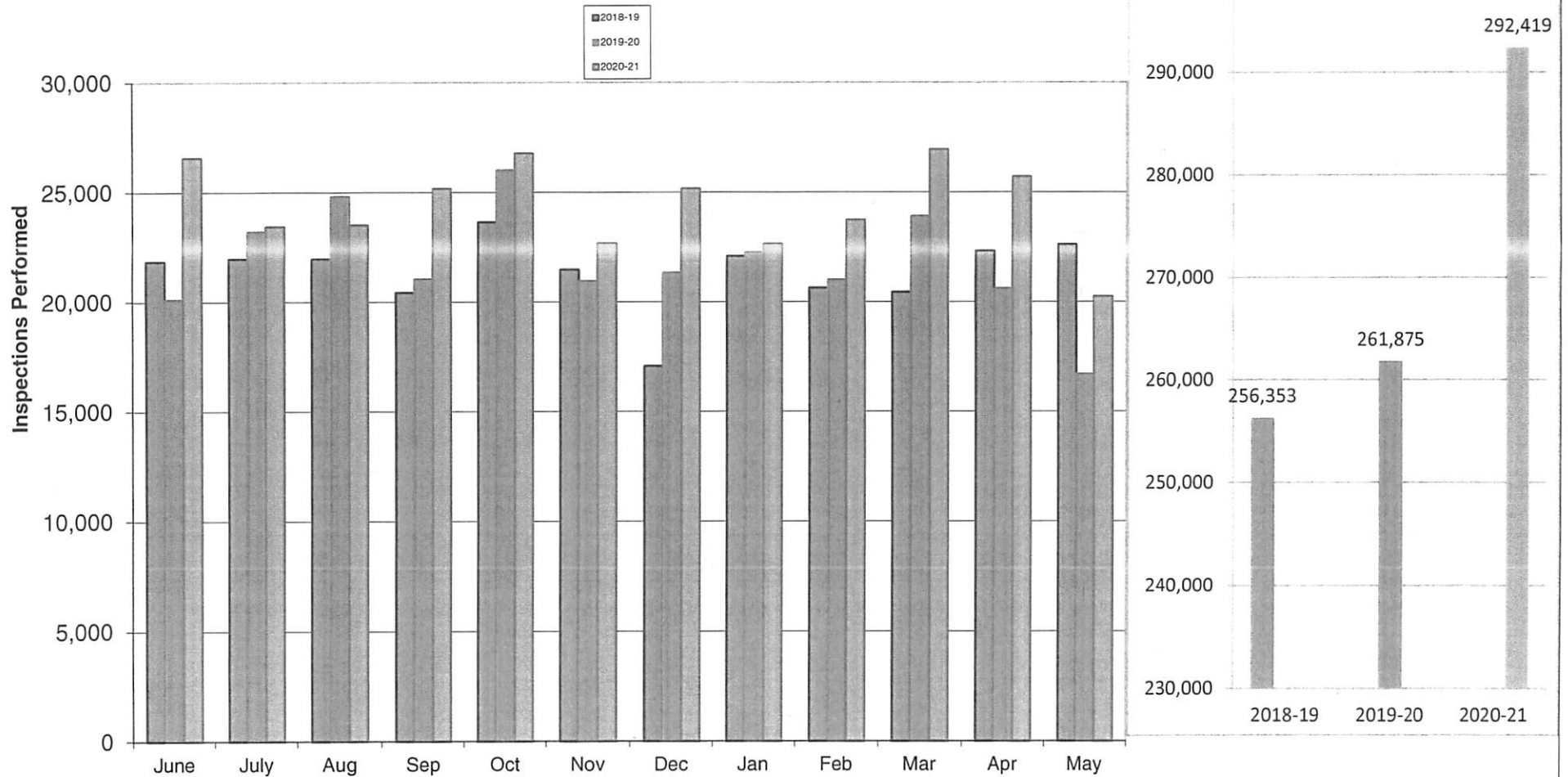
## Building Inspection Division
## All Building Permit Fees
## Building and Roofing Permit Fees

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | $ 572,022 | $ 601,091 | $ 559,091 | $ 439,282 | $ 635,962 | $ 693,063 | $ 463,192 | $ 590,498 | $ 482,151 | $ 524,125 | $ 541,595 | $ 685,137 | $ 6,787,209 |
| 2019-20 | $ 586,932 | $ 650,093 | $ 635,631 | $ 500,426 | $ 601,629 | $ 456,202 | $ 464,392 | $ 619,627 | $ 512,069 | $ 671,390 | $ 507,172 | $ - | $ 6,205,563 |
| 2020-21 | $ - | $ - | $ - | $ - | $ - | $ 454,761 | $ 649,261 | $ 561,408 | $ 651,761 | $ 760,346 | $ 702,149 | $ 570,664 | $ 4,350,350 |

Note: In April 2018, the Building revenue account was reimbursed $220,590 for Hurricane Irma permit refunds that were taken from revenue.

Note: Ord. 2020-235-E was adopted on April 27, 2020 waiving Building Inspecton Fees.



All Building and Roofing Permit Fees
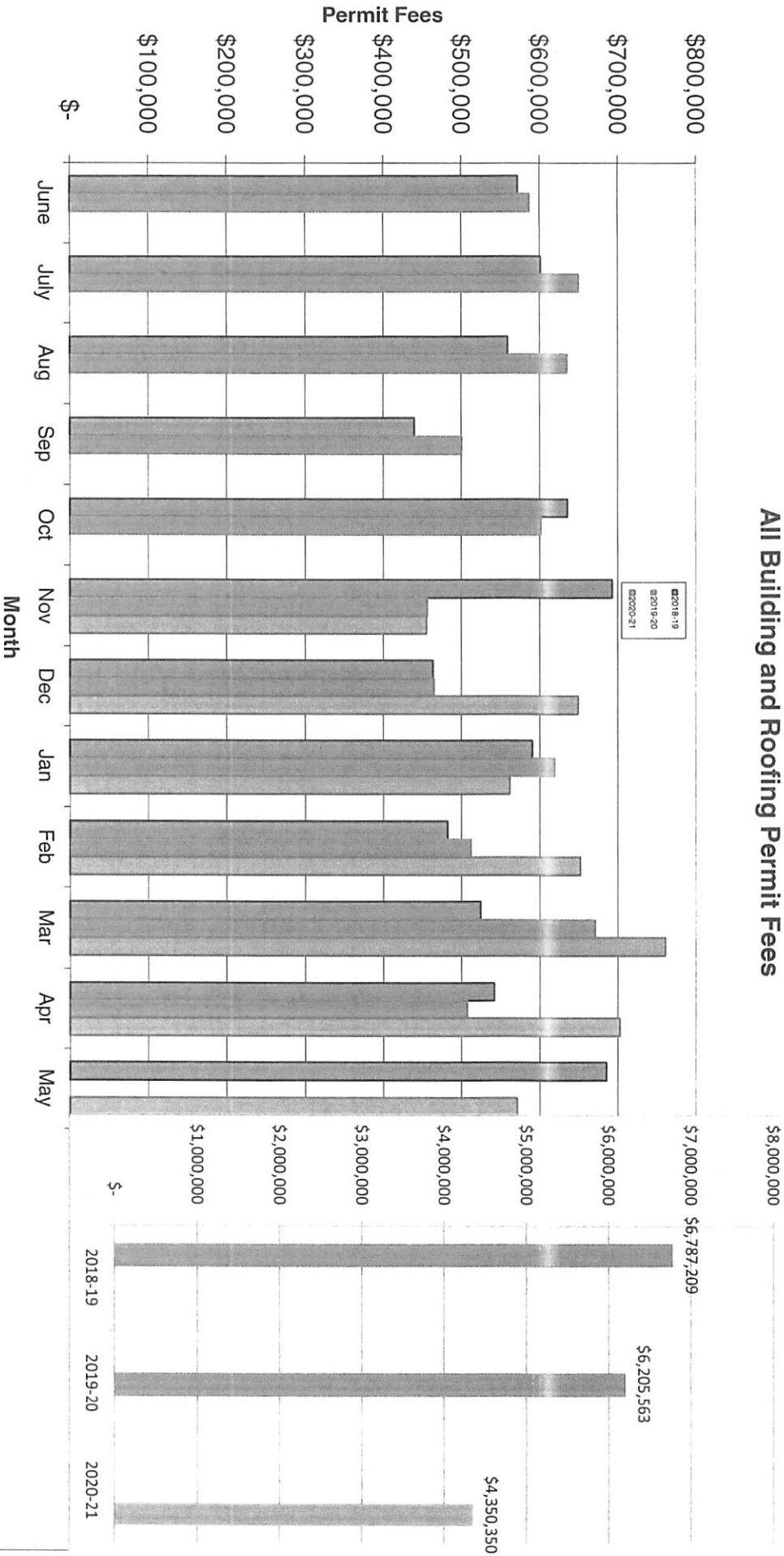
## Building Inspection Division
## All BID Permits
### Permit Fees

| 12 Month Period | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2018-19 | $ 1,039,283 | $1,205,275 | $1,073,625 | $ 996,316 | $1,143,478 | $1,281,711 | $ 891,670 | $1,191,484 | $1,074,787 | $1,176,976 | $1,131,890 | $1,288,619 | $13,495,114 |
| 2019-20 | $ 1,273,711 | $1,192,144 | $1,258,179 | $1,031,235 | $1,051,093 | $ 897,576 | $ 965,144 | $1,290,092 | $ 920,967 | $1,261,044 | $ 959,525 | $ - | $12,100,710 |
| 2020-21 | $ - | $ - | $ - | $ - | $ - | $ 970,589 | $1,171,280 | $1,114,977 | $1,222,340 | $1,421,047 | $1,415,109 | $1,029,777 | $ 8,345,119 |



All BID Permit Fees
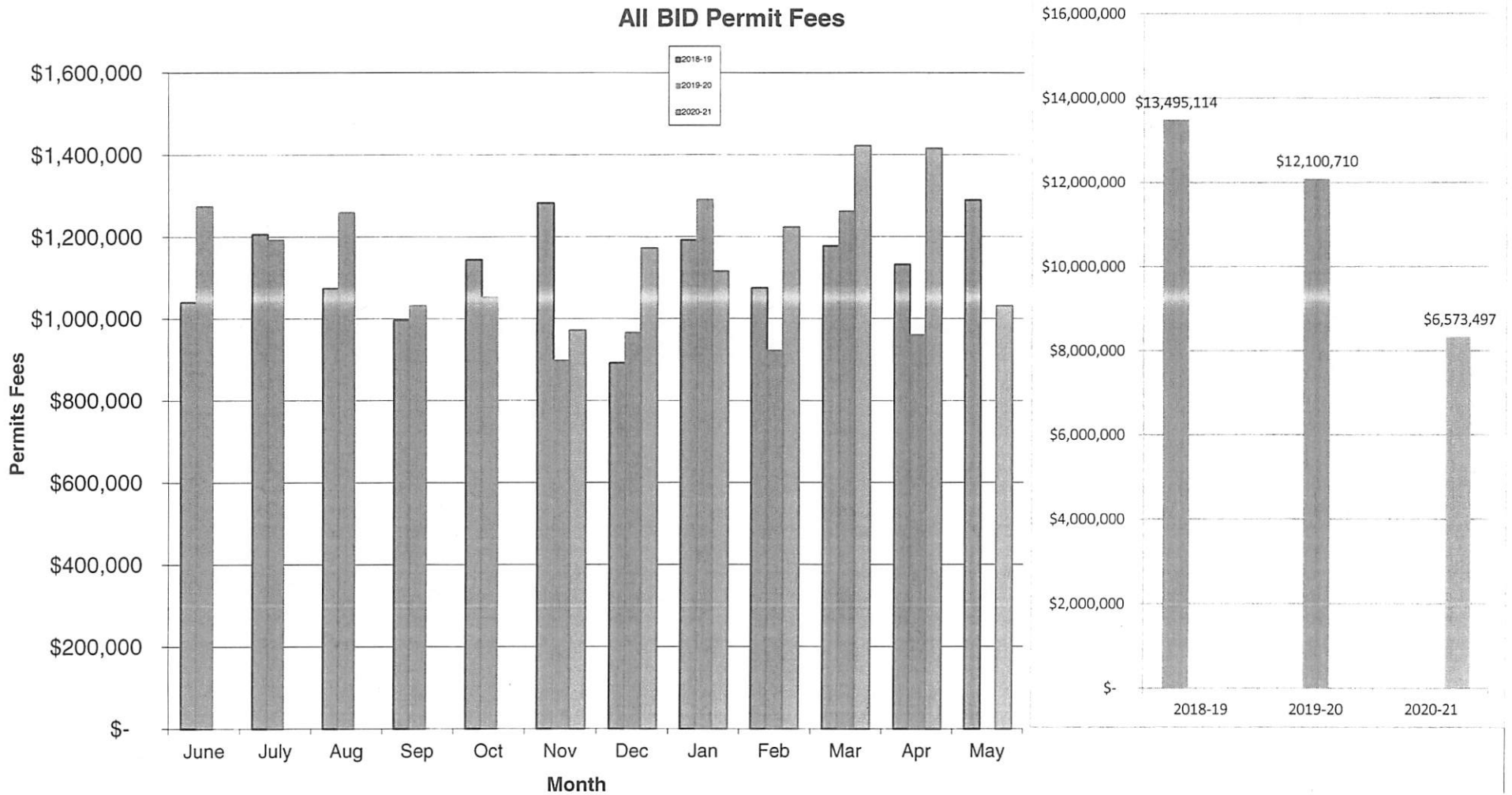
| Item | 2019-20 Mar-Apr-May | 2020-21 Mar-Apr-May | Change | % Change |
|---|---|---|---|---|
| Single-Family Dwelling Permits Issued | 1,109 | 1,534 | 425 | 38.3% |
| | | | | |
| All Building Permits Issued | 7,670 | 10,592 | 2,922 | 38.1% |
| | | | | |
| All Permits Issued | 24,302 | 29,926 | 5,624 | 23.1% |
| | | | | |
| All Building Inspections Performed | 30,920 | 38,696 | 7,776 | 25.1% |
| | | | | |
| All Inspections Performed | 61,187 | 72,848 | 11,661 | 19.1% |
| | | | | |
| All Building Revenue | $ 1,178,562 | $ 2,033,159 | $ 854,597 | 72.5% |
| | | | | |
| Note: Beginning Oct. 2015, all BID Revenue includes Development Services revenue. | | | | |
| Other years did not include Development Services revenue. | | | | |
| *Note: Beginning Oct. 2017, the Division started to provide Permit Refunds for all | | | | |
| Hurricane Irma related Roofing Permits | | | | |
| **Note: Ord. 2020-235-E was adopted on April 27, 2020 waiving Building Inspecton Fees.** | | | | |
| | | | | |
| | | | | |

## Building Inspection Division
## All BID Revenue
### (159 Subfund excluding DMG, Fire, Siltation, Transfers In, Investment Pool Earnings)

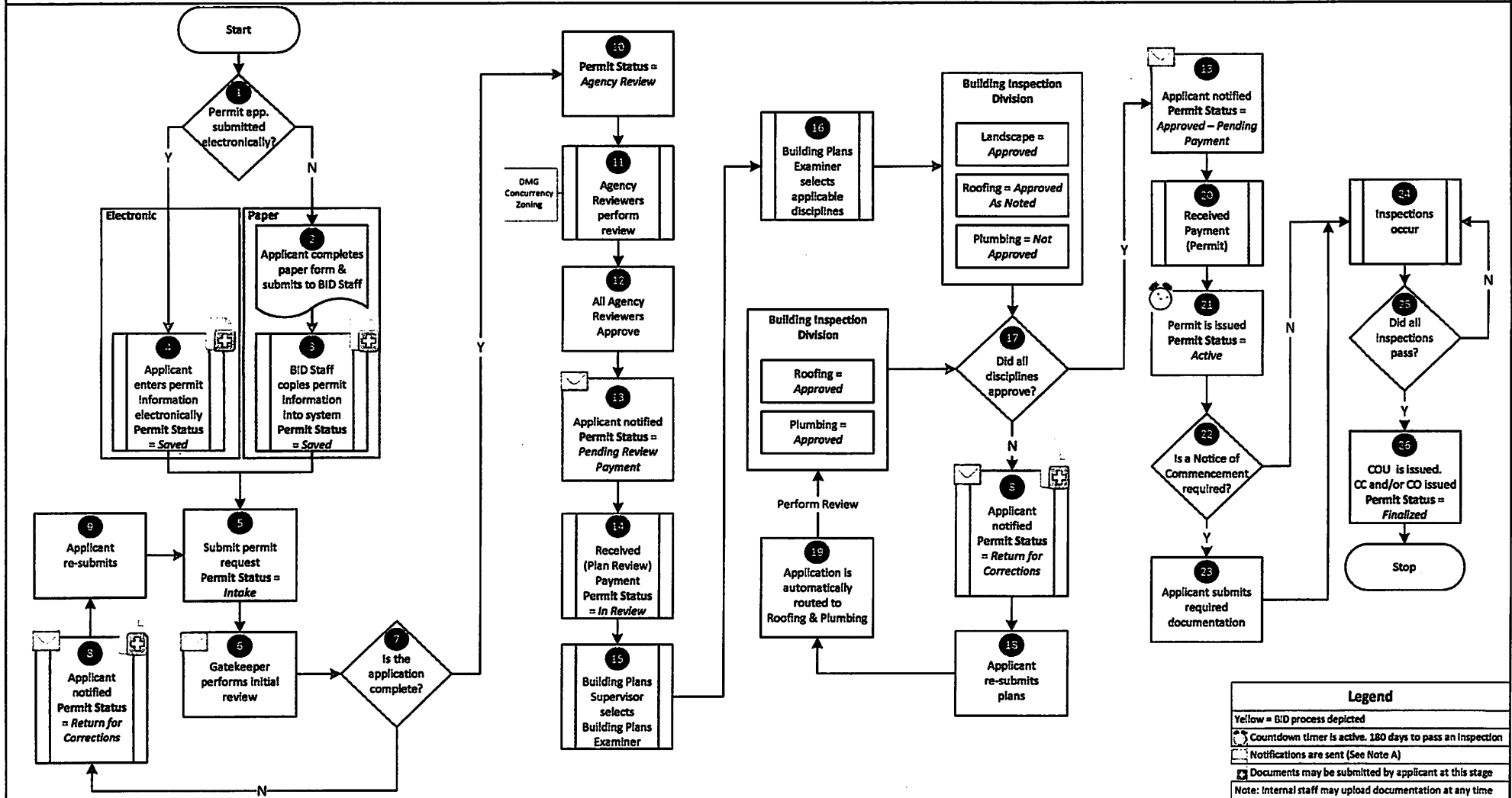| 12 Month Period | May | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2017-18 | $ 1,635,647 | $ 1,538,970 | $1,463,773 | $ 1,437,107 | $1,093,428 | $1,564,585 | $1,260,335 | $ 1,061,789 | $ 1,360,345 | $ 1,612,800 | $1,654,443 | $ 2,376,469 | $15,683,222 |
| 2018-19 | $ 1,622,705 | $ 1,406,620 | $1,296,246 | $ 1,483,278 | $1,292,902 | $1,647,074 | $1,583,071 | $ 1,221,709 | $ 1,556,907 | $ 1,298,242 | $1,497,514 | $1,581,538 | $15,906,268 |
| 2019-20 | $ 1,672,862 | $ 1,445,039 | $1,756,428 | $ 1,593,443 | $1,211,568 | $1,386,704 | $ 990,913 | $ 1,174,219 | $ 1,556,153 | $ 1,216,721 | $1,699,707 | TBD | $15,703,757 |

Note: Due to the City converting to 1Cloud, portions of Feb., 2020 revenue is reported in March, 2020
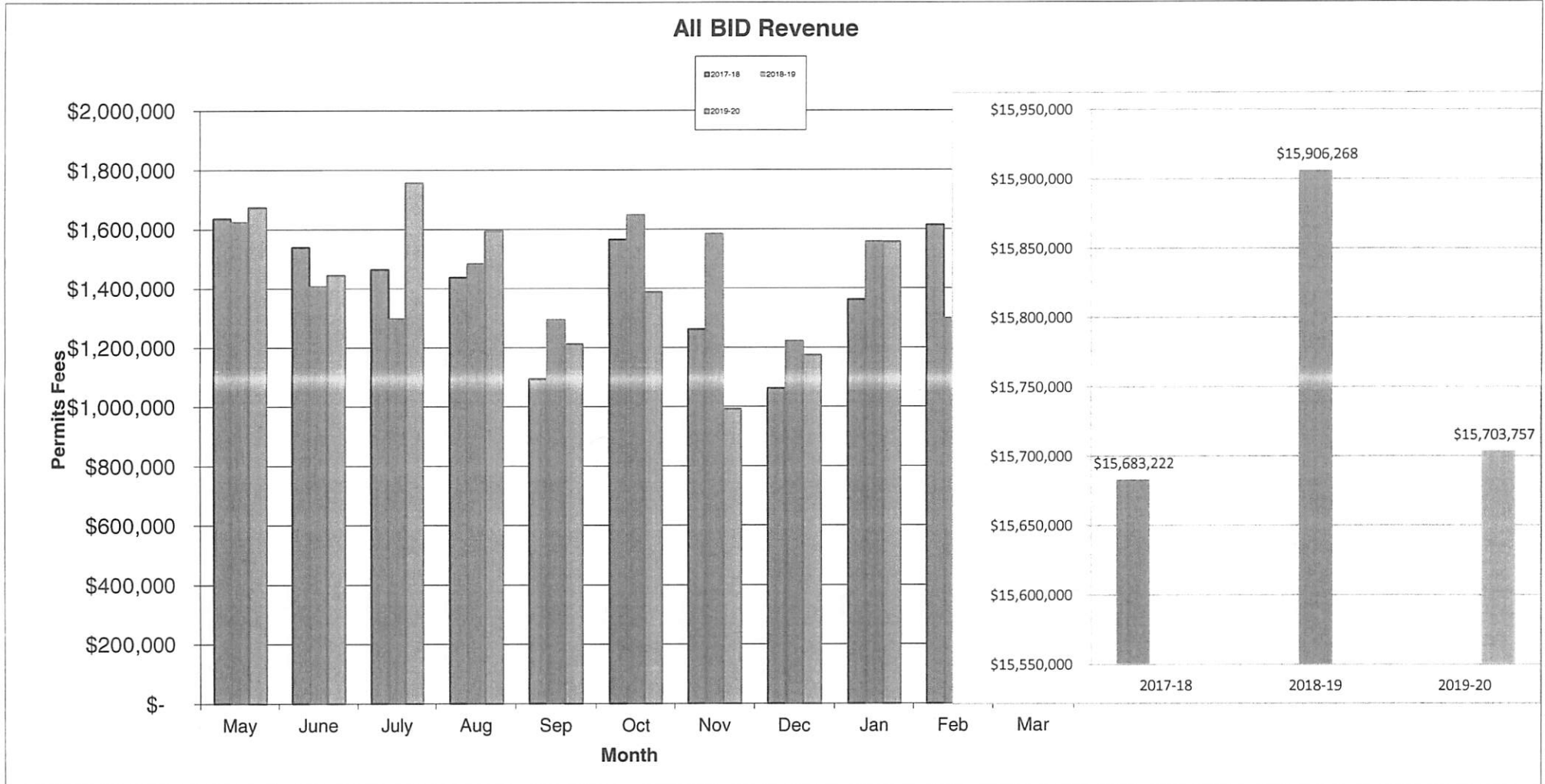


All BID Revenue

*Note: Beginning October, 2015, Total BID revenue includes Development Services revenue.
Other years did not include Development Services revenue.

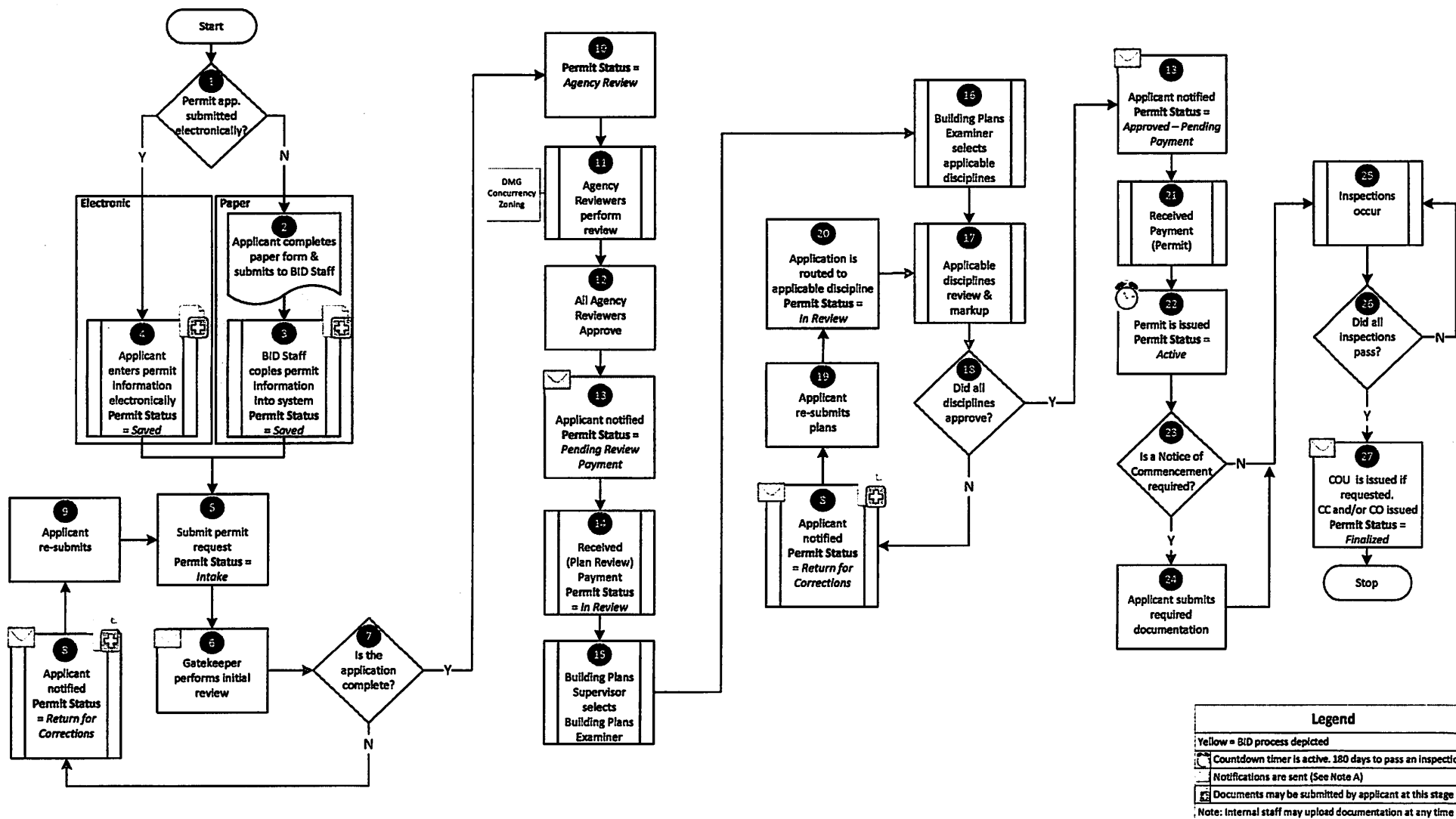# Building Permits –  Return for Corrections

Explanation: This diagram depicts an example of the process that occurs when a Building Inspection Division Plan Reviewer does not approve the plans. The applicant is notified and provided a reason for the return. Revised plans are resubmitted by applicant and the Plan Reviewer(s) who did not approve are notified of the new submission.



**Start**

**1** Permit app. submitted electronically?

**Electronic** / **Paper**

**2** Applicant completes paper form & submits to BID Staff

**4** Applicant enters permit information electronically Permit Status = *Saved*

**3** BID Staff copies permit information into system Permit Status = *Saved*

**9** Applicant re-submits

**5** Submit permit request Permit Status = *Intake*

**8** Applicant notified Permit Status = *Return for Corrections*

**6** Gatekeeper performs initial review

**7** Is the application complete?

DMG Concurrency Zoning

**10** Permit Status = *Agency Review*

**11** Agency Reviewers perform review

**12** All Agency Reviewers Approve

**13** Applicant notified Permit Status = *Pending Review Payment*

**14** Received (Plan Review) Payment Permit Status = *In Review*

**15** Building Plans Supervisor selects Building Plans Examiner

**16** Building Plans Examiner selects applicable disciplines

**Building Inspection Division**
Landscape = *Approved*
Roofing = *Approved As Noted*
Plumbing = *Not Approved*

**Building Inspection Division**
Roofing = *Approved*
Plumbing = *Approved*

Perform Review

**19** Application is automatically routed to Roofing & Plumbing

**17** Did all disciplines approve?

**S** Applicant notified Permit Status = *Return for Corrections*

**18** Applicant re-submits plans

**13** Applicant notified Permit Status = *Approved – Pending Payment*

**20** Received Payment (Permit)

**21** Permit is issued Permit Status = *Active*

**22** Is a Notice of Commencement required?

**23** Applicant submits required documentation

**24** Inspections occur

**25** Did all Inspections pass?

**26** COU is issued. CC and/or CO issued Permit Status = *Finalized*

**Stop**

## Legend
| Legend |
| --- |
| Yellow = BID process depicted |
| Countdown timer is active. 180 days to pass an inspection |
| Notifications are sent (See Note A) |
| Documents may be submitted by applicant at this stage |
| Note: Internal staff may upload documentation at any time |

# Building Permits - Return for Corrections Process Notes

**1** The applicant may choose to submit a permit application online or they may complete a paper application and submit in person to the Building Inspection Division. BID staff will manually enter the application information into the system.

**2** Applicant will complete application fields on paper, and submit to BID staff.
1) See Building Permit Matrix – Green and Yellow
2) See Building Permit Configuration – Application Process

**3** BID staff will copy paper permit application information into an electronic application.
1) See Building Permit Matrix – Green and Yellow
2) See Building Permit Configuration – Application Process
3) See Building Permit Configuration – Permit Statuses and Definitions

**4** Applicant will complete electronic application
1) See Building Permit Matrix – Green and Yellow
2) See Building Permit Configuration – Application Process
3) See Building Permit Configuration – Permit Statuses and Definitions

**5** 1) See Building Permit Configuration – Permit Statuses and Definitions

**6** Gatekeeper reviews the application for completeness. Primary source of notifications is the user's dashboard. Option to receive notifications through email but the default is OFF.
1) See Building Permit Configuration – Required Notifications
2) See Building Permit Matrix – Green and Yellow
3) See Building Permit Configuration - Application Process

**7** If the permit request is not approved, the applicant must re-submit.

**8** *Return for Corrections* – If at least one reviewer does not "Approve". A reason for denial must be provided by the reviewer.
1) See Building Permit Configuration – Permit Statuses and Definitions

**9** The application is re-submitted by the applicant.

**10** 1) See Building Permit Configuration – Permit Statuses and Definitions

**11** *Agency Review* – Prerequisite process that occurs before Plan Review (For ex: DMG, Concurrency, Zoning)
1) See Building Permit Matrix – Orange
2) See Building Permit Configuration – Agency Review

**12** It is possible for an Agency Reviewer to deny a permit application at this stage.
1) See Building Permit Approved – Plan Review Only Process Flow

**13** For Escrow Accounts, payment for permit fees and plan review fees will be automatically deducted from the registered account upon entering this status.
1) See Building Permit Configuration – Required Notifications
2) See Building Permit Configuration – Permit Statuses and Definitions

**14** 1) See Payment Process Flow
2) See Building Permit Configuration – Permit Statuses and Definitions

**15** The Building Plans Supervisor is responsible for selecting the Building Plans Examiner (B.P.E.) for each permit application. The same B.P.E. may be assigned to a group of permit applications. This is usually done for a new subdivision that is developing multiple lots.

**15** The Building Plans Examiner is responsible for selecting the appropriate disciplines (Plan Reviewers) that must review/markup a permit application and the associated plans.

*Example Disciplines Include:*
Building
Mechanical
Electrical
Plumbing
Fire
Landscape Architect
Sign
Etc.

**16** For this scenario, Roofing will *Conditionally Approve* and Plumbing will *Not Approve*. These two reviewers must review the plans after the applicant has submitted corrected plans.

**17** Plan Reviewers will approve or return the plans to the applicant for corrections.

**18** Plans are re-submitted by the applicant.

**19** Re-submitted plans will be routed to the original Plan Reviewers who did not approve. Those Plan Reviewers will determine if the other Plan Reviewers will need to complete a subsequent review and markup of the newest version of the plans.
1) See Building Permit Configuration – Permit Statuses and Definitions

**20** 1) See Payment Process Flow

**21** The permit is issued once all plans have been approved and all permit fees have been received.
1) See Building Permit Configuration – Permit Statuses and Definitions
2) See Rules for 180 Day Timer.

**22** A Notice of Commencement is required when the job cost exceeds $2500.

A N.O.C. must be submitted and recorded with the Clerk of Court and a copy of the recorded document must be filed with BID prior to scheduling any inspections. However, BID still maintains the ability to schedule inspections on a need based basis.

**23** The applicant submits a Notice of Commencement which will remain on file with BID.

**24** All required inspections must be passed during this process. Exceptions may occur where no inspections are required for a permit. This is determined by the Building Plans Examiner.
1) See Building Inspections Process Flow
2) See Building Inspections Configuration
3) See Building Permit Matrix - Gray

**25** The applicant must pass all required inspections. For each failed inspection, a fee will be assessed. All outstanding re-inspection fees must be paid before the Final inspection may be requested.

**26** *A COU will be issued if the building contains an occupant.*

COU = Certificate of Use
CC = Certificate of Completion
CO = Certificate of Occupancy

Finalized – After all inspections have passed

**A** Notifications may be sent to the following:
1) Project Contact
2) Gatekeeper
3) Plans Examiner
4) Applicable disciplines
5) Etc...

**Note 1:**
At any time during the permitting process, an application(permit?) may be sent to any Agency Reviewer.

**Note 2:**
Permit clerk must have ability to assign a new permit application submission to themselves.

**Note 3:**
Internal users (BID Staff) may upload documentation at any time.

**Rules for 180 day timer:**
1) Applicable for Building Permits and Standalone Permits

2) Countdown timer begins when the permit is issued

3) Timer resets with a 'Passed' inspection result

4) For Building Permits that have associated permits:
If an associated permit (such as an Electrical) 'Passes' an inspection, this counts towards the 180 day rule and the timer is reset for all permits tied to the base Building Permit.

5) If at the end of 180 days since the issuance of a permit where no inspections have 'Passed', the permit is suspended.

*See Bulletin G-01-10 on coj.net for more information.*

**Possible Permit Statuses:**
Saved
Intake
Agency Review
Agency Not Approved
*Pending Review Payment
In Review
Return for Corrections
Approved – Pending Payment
Void
Active
Canceled
Suspended
Work Stopped
Expired
Final
Finalized-NIF (No Inspection Final)

*Applicable for Building Permits only

**180 Rules Continued:**
6) The system allows for a grace period to be applied which exempts a permit from being suspended.

Florida Code of Ordinances Section 320.402(b)(3)
Suspended permits may be reactivated for a maximum of an additional 180 days upon showing of just cause and payment of a $20.00 reactivation fee. The Building Inspection Division shall not accept applications for permit from contractors who have more than four suspended permits until such time as the contractor has reactivated all of the suspended permits, and the contractor's qualifier has appeared in person at the Building Inspection Division Office and paid a $250 Reinstatement Fee. The Reinstatement Fee shall be separate from and in addition to any fees paid for reactivation of suspended permits. The provisions of this subsection may be waived by the Chief upon showing of good cause.

# Building Permits with Plan Review



**Start**

**1** Permit app. submitted electronically?

Y / N

**Electronic**

**Paper**

**2** Applicant completes paper form & submits to BID Staff

**4** Applicant enters permit information electronically Permit Status = *Saved*

**3** BID Staff copies permit information into system Permit Status = *Saved*

**9** Applicant re-submits

**5** Submit permit request Permit Status = *Intake*

**8** Applicant notified Permit Status = *Return for Corrections*

**6** Gatekeeper performs initial review

**7** Is the application complete?  Y / N

**DMG Concurrency Zoning**

**10** Permit Status = *Agency Review*

**11** Agency Reviewers perform review

**12** All Agency Reviewers Approve

**13** Applicant notified Permit Status = *Pending Review Payment*

**14** Received (Plan Review) Payment Permit Status = *In Review*

**15** Building Plans Supervisor selects Building Plans Examiner

**20** Application is routed to applicable discipline Permit Status = *In Review*

**19** Applicant re-submits plans

**8** Applicant notified Permit Status = *Return for Corrections*

**16** Building Plans Examiner selects applicable disciplines

**17** Applicable disciplines review & markup

**18** Did all disciplines approve?  Y / N

**13** Applicant notified Permit Status = *Approved – Pending Payment*

**21** Received Payment (Permit)

**22** Permit is issued Permit Status = *Active*

**23** Is a Notice of Commencement required?  Y / N

**24** Applicant submits required documentation

**25** Inspections occur

**26** Did all inspections pass?  N / Y

**27** COU is issued if requested. CC and/or CO issued Permit Status = *Finalized*

**Stop**

## Legend

| |
|---|
| Yellow = BID process depicted |
| Countdown timer is active. 180 days to pass an inspection |
| Notifications are sent (See Note A) |
| Documents may be submitted by applicant at this stage |
| Note: Internal staff may upload documentation at any time |

**(1)**
The applicant may choose to submit a permit application online or they may complete a paper application and submit in person to the Building Inspection Division. BID staff will manually enter the application information into the system.

**(2)**
Applicant will complete application fields on paper, and submit to BID staff.
1) See Building Permit Matrix – Green and Yellow
2) See Building Permit Configuration – Application Process

**(3)**
BID staff will copy paper permit application information into an electronic application.
1) See Building Permit Matrix – Green and Yellow
2) See Building Permit Configuration – Application Process
3) See Building Permit Configuration – Permit Statuses and Definitions

**(4)**
Applicant will complete electronic application
1) See Building Permit Matrix – Green and Yellow
2) See Building Permit Configuration – Application Process
3) See Building Permit Configuration – Permit Statuses and Definitions

**(5)**
1) See Building Permit Configuration – Permit Statuses and Definitions

**(6)**
Gatekeeper reviews the application for completeness. Primary source of notifications is the user's dashboard. Option to receive notifications through email but the default is OFF.
1) See Building Permit Configuration – Required Notifications
2) See Building Permit Matrix – Green and Yellow
3) See Building Permit Configuration - Application Process

**(7)**
If the permit request is not approved, the applicant must re-submit.

**(8)**
*Return for Corrections* – If at least one reviewer does not "Approve". A reason for denial must be provided by the reviewer.
1) See Building Permit Configuration – Permit Statuses and Definitions

**(9)**
The application is re-submitted by the applicant.

**(10)**
1) See Building Permit Configuration – Permit Statuses and Definitions

**(11)**
*Agency Review* – Prerequisite process that occurs before Plan Review (For ex: DMG, Concurrency, Zoning)
1) See Building Permit Matrix – Orange
2) See Building Permit Configuration – Agency Review

**(12)**
It is possible for an Agency Reviewer to deny a permit application at this stage.
1) See Building Permit Approved – Plan Review Only Process Flow

**(13)**
For Escrow Accounts, payment for permit fees and plan review fees will be automatically deducted from the registered account upon entering this status.
1) See Building Permit Configuration – Required Notifications
2) See Building Permit Configuration – Permit Statuses and Definitions

**(14)**
1) See Payment Process Flow
2) See Building Permit Configuration – Permit Statuses and Definitions

**(15)**
The Building Plans Supervisor is responsible for selecting the Building Plans Examiner (B.P.E.) for each permit application. The same B.P.E. may be assigned to a group of permit applications. This is usually done for a new subdivision that is developing multiple lots.

**(16)**
The Building Plans Examiner selects the required inspections and any required sub-permits for the base permit.

**(16)**
..Continued
The Building Plans Examiner is responsible for selecting the appropriate disciplines (Plan Reviewers) that must review/markup a permit application and the associated plans.

**Example Disciplines include:**
Building
Mechanical
Electrical
Fire
Landscape Architect
Sign
Etc.

**(17)**
Each discipline (Plan Reviewers) will review and markup the plans.
1) See Building Permit Matrix – Orange
2) See Building Permit Configuration – Plan Review

**(18)**
Plan Reviewers will approve or return the plans to the applicant for corrections.

**(19)**
Plans are re-submitted by the applicant.

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**(26)**
The applicant must pass all required inspections. For each failed inspection, a fee will be assessed. All outstanding re-inspection fees must be paid before the Final inspection may be requested.

**(27)**
EPLU system asks the Contractor if a COU is needed before the Building Permit is finalized. A fee is assessed for COU's. See *Certificate of Use Configuration Analysis.*

*A COU will be issued if the building contains an occupant.*

COU = Certificate of Use
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CO = Certificate of Occupancy

Finalized – After all inspections have passed

**(A)**
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a) Applicable for Building Permits and Standalone Permits
b) Countdown timer begins when the permit is issued
c) Timer resets with a 'Passed' inspection result
d) For Permits with associated permits:
If an associated permit (such as a Sign Permit) 'Passes' an inspection, the timer is reset to 180 days.
e) If at the end of 180 days since the issuance of a permit where no inspections have 'Passed', the permit is suspended.
f) Supervisors may grant a grace period to be applied which provides additional time for the applicant to 'Pass' an inspection.

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1) See Building Permit Configuration – Permit Statuses and Definitions
2) See Inspection Configuration – Business Rules

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