



# Code Interpretation (CI) Request Guide

*This document is intended to offer guidance for the code interpretation process. It should not be considered all-inclusive, as the unique nature of a project could require additional documentation.*

This guide contains general guidance on how to request a code interpretation from the Chief Building Official.

## QUICK TIPS

### Accela Instructions

See [Guide to Starting an Online Permit Application](#) for easy-to-follow instructions.

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## Accela Application Type

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Select Accela Record:

- Alternative Methods and Materials Request or Code Interpretation.
- Type: Code Interpretation.

### Important Note

Use of an incorrect record type may delay your request.

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## Definition

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- A code interpretation (CI) is an appeal made to the Building Official for a decision on the meaning, interpretation, and/or intent of a given code.

## DOCUMENTS

- D1. Detailed description of the code interpretation request.
- D2. Supporting documentation.
- D3. Plans (if available).

## PROCESS

- P1. Create Accela Record.
  - a. Select Application Name:
    - “Alternative Method and Materials Request or Code Interpretation.”

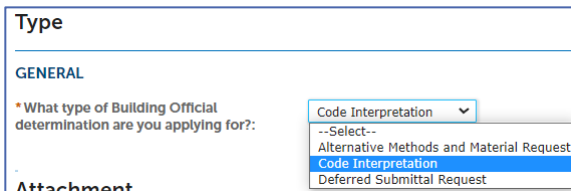


▼ BUILDING RECORDS

- Add Contact to a Building Record
- Add Contractor License To a Record
- Alternative Methods and Materials Request or Code Interpretation

- P2. Enter street address for proposed project.
- P3. Enter required contact information.
- P4. Enter abbreviated description to application.
- P5. Select Type:

- “Code Interpretation.”



Type

GENERAL

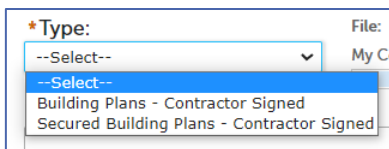
\*What type of Building Official determination are you applying for?:

Code Interpretation

- Select--
- Alternative Methods and Material Request
- Code Interpretation
- Deferred Submittal Request

Attachment

- P6. Upload required documentation as a single, combined, multi-page PDF file.
  - a. Select document type “Building Plans – Contractor Signed,”
  - OR**
  - b. “Secured Building Plans – Contractor Signed” (when required).



\*Type:

--Select--

- Select--
- Building Plans - Contractor Signed
- Secured Building Plans - Contractor Signed

File: My Co

- P7. Submit application.
- P8. [Applicable fees](#) will be due once the application has been accepted.

## QUICK TIPS

### Signature Requirements

Plans submitted for a Code Interpretation are not required to be signed/sealed.

### When Required

Secure designations apply to properties exempted from public records per [Florida State Statute 119.071](#).

### Important Note

Use designated document types even if no plans are included in the request.