



Standard Operating Procedures Commercial Annual Facility Permits

Updated 09/24/2025

Scope

In accordance with FBC 105.1, FBC 105.1.1, and FBC 105.1.2, the Construction Services Division will grant annual permits for ongoing alterations to a building that are of a general nature regarding maintenance of the building and performed by an in-house maintenance department. Any work outside of the general maintenance of the building shall require a separate permit for that work, as required under COT 5-105.1.

Procedure

Building owners or tenants interested in obtaining an Annual Facility Permit must perform the following:

- 1) Complete a Commercial Annual Facility Permit application online in Accela.
- 2) Add state-issued contractor's license (CBC or CGC) to the application.
- 3) If the building was constructed prior to 1985, add to the application (upload as "Other Documents") a copy of a signed Asbestos Certification containing the following:
 - i. Attestation that the altered areas have been inspected for asbestos and appropriate actions will be undertaken in accordance with state law.
 - ii. If abatement or remedial action is required, the owner must certify that the area(s) will not be re-occupied until all abatement activity has been completed and final air quality clearances have been measured and found to be within the tolerance specified by the Florida Building Code.

Note: If the building has been inspected and is free of asbestos an asbestos inspection certification form can be filed with the Commercial Annual Facility Permit application.

- 4) Pay the required permit issuance fees.

Note: The Annual Facility Permit will expire one (1) year from the date of issuance, at which point the building owner or tenant must obtain a new permit if continuing maintenance work on the building.

Work Order Requirements and Inspections

- 1) The permit holder must maintain a signed, on-site, detailed log of all alterations performed, including location of work, as well as date and time the work was performed.
- 2) A separate Annual Facility Permit is required for each facility.
- 3) The building official shall always have access to the log and retain the right to conduct inspections at the facility site as needed.
- 4) Work that exceeds the scope of the Annual Facility Permit or does not meet the minimum standard of the FBC shall be subject to re-inspection fees and/or additional permitting requirements as determined by the building official.

Accessibility Requirements

During maintenance performed under the limits of an Annual Facility Permit, any altered area(s) must comply with the accessibility requirements for new construction and shall be fully accessible.

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Architectural - Work Allowed	Architectural - Limitations
Partitions	No change in group, occupancy load or exit access patterns, or increase the fire hazard allowed.
Doors	Alterations cannot increase the allowable travel distance or create dead-end corridors.
Modular furniture	Modular furniture must remain 18 inches below sprinkler heads.
Ceilings	Altered elements cannot be part of a fire-rated assembly or smoke partition(s).
	Doors which are required to be self-closing cannot be altered.
	Work in buildings equipped with a smoke control system is limited to modular furniture.
	Fire-rated plenums or ceilings must be replaced within the same working day.
	Fire drill patterns in high rise buildings must be reviewed and approved by the fire marshal prior to commencing any alterations.

Fire – No Work Allowed Under an Annual Facility Permit
All fire trades (sprinklers, alarm, suppression, etc.) require a separate BTR or BLD permit for the fire contractor's scope of work.

Mechanical - Work Allowed	Mechanical - Limitations
Ductwork relocation and replacement	Ductwork cannot penetrate or be installed in a fire-rated assembly.
Diffuser relocation and replacement	Changes cannot affect smoke evacuation system or fire alarm duct mounted smoke detectors connected to the fire alarm system.

Electrical - Work Allowed	Electrical - Limitations
Branch circuits relocation and replacement	Altered elements cannot be installed within or penetrate a fire-rated assembly.
Lighting fixture relocation, replacement, or removal	Branch circuits cannot exceed 40 amps and 240 volts.
Receptacle outlet relocation, replacement, or removal	Lighting circuits cannot exceed 20 amps and 277 volts.
	Altered elements cannot be part of the fire alarm system.
	Branch circuits, lighting fixtures and circuits, and receptacle outlets cannot be installed in hazardous locations as defined by the National Electrical Code.

Plumbing - Work Allowed	Plumbing - Limitations
Sink replacement	Existing fixtures cannot be relocated.
Toilet replacement	New fixtures cannot be added.
Urinal replacement	New water heaters (non-replacements) cannot be installed under an Annual Facility Permit.
Electric water heater (<58 kilowatts) replacement	
Drinking fountain replacement	
Repair and replacement of damaged vent, waste, and water piping	

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