



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.

Accela Application Type

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.

Definition

- 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.



Code Interpretation Application Guide

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.”

A screenshot of a dropdown menu titled "BUILDING RECORDS". It contains three radio button options: "Add Contact to a Building Record", "Add Contractor License To a Record", and "Alternative Methods and Materials Request or Code Interpretation", which is selected with a blue dot.

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

- “Code Interpretation.”

A screenshot of a form field labeled "Type". Below the label is a "GENERAL" section with a question: "What type of Building Official determination are you applying for?". To the right of the question is a dropdown menu with the following options: "--Select--", "Code Interpretation", "Alternative Methods and Material Request", "Code Interpretation", and "Deferred Submittal Request". The "Code Interpretation" option is highlighted in blue.

- 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).

A screenshot of a form field labeled "*Type:". It contains a dropdown menu with the following options: "--Select--", "Building Plans - Contractor Signed", and "Secured Building Plans - Contractor Signed". The "Building Plans - Contractor Signed" option is highlighted in blue.

- 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.