

Bulletin # 17: Phase Requests

Date: May 25, 2017
Effective Date: May 7, 2008
Amended: October 6, 2025
To: All Staff
From: Fred Clum
Chief Building Official

Subject: Procedure for Phase Requests

Purpose: To provide applicant guidance when a licensed contractor desires to start any described component of a proposed new building, or renovations of an existing building, prior to approval of construction documents for the entire complete project, as authorized in Chapter 1: Section 105.13 (Phase) or as amended, of the currently adopted Florida Building Code.

105.13 Phased permit approval.

After submittal of the appropriate construction documents, the *building official* is authorized to issue a *permit* for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted. The holder of such *permit* for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. Corrections may be required to meet the requirements of the technical codes.

General: A request to commence construction shall be considered upon written request from the licensed contractor associated to permit when procedures outlined below are followed. Requests for construction commencement under this procedure/policy will allow inspections assigned to scope requested to be performed. The written requests shall fully describe the work to be undertaken and shall specifically include the following statement:

"I fully understand all work commenced under this Phase is at my risk. I know that means there will be no sustainable rebuttal should any work performed be required to be removed, modified or otherwise declared to be non- code compliant."

Step-By-Step Process:

- Staff shall determine/verify at time of requested submission whether request is for a phase or Early Work authorization (see Bulletin 23). Any work shown on the plan sheets NOT INCLUDED in the request shall be marked with an "X" to clearly delineate the work scope. No pages shall be submitted on which items not included in the request are shown.
- A complete Primary Permit application shall have been submitted.



- A complete initial round of plan review, by all departments, shall have already been completed and rejection/comment letter issued prior to any request. Such reviews shall not have revealed any non-compliant code detail involving work to be undertaken via this request. Should code compliance design issues exist, said request may be limited in scope or denied entirely.
- A site development plan shall be approved and no requests for construction commencement is available if the site development plan is in the “simultaneous review” process unless specific hardship can be provided and the Director of Development Review has no objection.
- A written request letter shall be from the contractor of permit, on company letterhead, with notarized signature of the qualifier for the contractor. Said request shall clearly and exactly define the work to be performed.
- For digital submissions: Applicant will need to submit request and proposed phase plans via email to: BusinessCenter@collier.gov.
- The required fee, as outlined in currently adopted fee schedule shall be paid at time of submission. This fee is non-refundable.
- The Building Official, in cooperation with the associated fire districts Fire Marshal, shall assign licensed staff for review of requests to cover the scope of work and compare to primary permit review comments posted.
- After plans are reviewed and approved, staff shall forward the request for construction commencement application to the Permitting Supervisor for issuance.
- The owners “Notice of Commencement” per F.S. 713 shall be recorded and the required copy provided by the applicant, for County permitting files. All subcontractor affirmations shall be provided associated to the requests scope of work.
- Requests for construction commencement are granted only one time, for one defined scope of work. This information shall be acknowledged and included in the request letter for a Phase and no additional requests will be approved nor can any approved request be revised.
- Once request is approved a “Phase” letter defining approved scope and associated inspections will be signed by Building Official and issued to contractor. When desired and work is ready for inspections, applicant shall request inspections directly through trade chief only.

History: This Bulletin replaces Building Blocks A-96 & A-120. It has been recently amended (1/10/18) due to the creation of a separate procedure/policy concerning Early Work requests (EWA), please see Bulletin 23.