

Bulletin # 23: Early Work Authorization (EWA)

Date: January 10, 2018
Effective Date: January 10, 2018
Amended: October 02, 2024
To: All Staff
From: Fred Clum
Chief Building Official

Subject: Procedure for Early Work Authorization (EWA)

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 105.12 (EWA) or as amended, of the currently adopted Florida Building Code.

105.12 Work starting before permit issuance.

Upon approval of the *building official*, the scope of work delineated in the building *permit* application and plan may be started prior to the final approval and issuance of the *permit*, provided any work completed is entirely at risk of the *permit* applicant and the work does not proceed past the first required inspection.

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 **NOT** allow inspections and no work performed shall be concealed. 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 Early Work Authorization 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 an Early Work authorization or phase (see Bulletin 17). Request letter shall clearly delineate the work scope.
- A complete Permit application shall have been submitted, processed and sent for review.
- 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.
- All request packages shall be submitted via email to: Buildingadmin@colliercountyfl.gov for the Building Official processing/review.



- No plans shall be included with request or required. There is no fee for this type of request.
- There shall be no impacts to life safety items, fire walls/barriers/partitions, fire alarms or fire sprinkler systems.
- 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 an Early Work Authorization or Phase and no additional requests will be approved nor can any approved request be revised.
- Once request is approved a permit hold condition will be added to permit with the following notation:
"A request was made (see documents) to commence work as stated in permit application while permit was under review. Per FBC-B Section 105.12 "work starting before permit issuance" said request has been approved and contractor is aware that no work requiring inspections shall be covered and they are moving forward at their own risk"
- The permit hold will be resolved once an inspector confirms the early work has been done and no work has been concealed. Please email Buildingadmin@colliercountyfl.gov when you are ready to resolve the permit hold.

History: This Bulletin replaces Building Blocks A-96 & A-120. It has been recently created (1/10/18) due to the separation of procedure/policy concerning Phase permits, please see Bulletin 17.