

College Operating Procedures (COP)



Procedure Title: Facilities Planning and Florida Building Code Compliance
Procedure Number: 07-0704
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 235.017 & 235.26; 1001.65
Florida Administrative Code 6A-14.0261, State Requirement for Educational Facility (SREF)

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Florida laws and regulations require that renovation, remodeling, Maintenance and new construction projects be reviewed and inspected for compliance with adopted codes and standards. The policy requires that community colleges conducting building construction, repair, or modifications, submit construction documents (drawings and/or specifications) for review; obtain a building permit for construction, which, after proper inspection and completion, is certified for occupancy or re-occupancy.

Guidelines:

- I. **AUTHORITY:** Florida Statutes 235.017 and 235.26 require Boards to provide Code Administration of the State Uniform Building Code effective January 1, 2001. Florida Statutes 553.73 and the Special Occupancy Section 423 of the State Requirements for Educational Facilities regulate administration of the Code.
- II. **PURPOSE:** The purpose of this procedure program is to establish and implement the Florida SouthWestern State College's Self-Performance Building Program for code compliance in order to administrate the Florida Building Code (FBC) effective March 1, 2002. Such regulated practice of Florida Building Code compliance is necessary, in the interest of public health and safety, which shall be provided through compliance of all adopted codes and standards. The Florida SouthWestern State College Building Code Administrator shall administer the program through document reviews, project permitting, construction inspections, and occupancy approval.

III. DEFINITIONS:

<u>Construction Project</u>	Renovation, remodeling, maintenance and repair of existing facilities and new construction
<u>Construction Documents</u>	Drawings and/or specifications
<u>Day Labor</u>	Employees authorized by the Board which are defined as a person who receives compensation from and is under the supervision of a board which regularly deducts the D.I.C.A. and withholding tax, and provides worker's compensation, all as prescribed by law.
<u>Self-Performance</u>	Use of Board employees that are certified to administer the Building Program for Florida Building Code compliance.

IV. RESPONSIBILITIES:

<u>Building Code Administrator:</u>	Jyoti Naik
<u>Plans Examiners:</u>	<u>Jyoti Naik</u>
<u>Building and Building Component Inspectors:</u>	Jyoti Naik, J.R. Sherman

Florida SouthWestern State College Facilities Planning Department shall administer the Building Program, which includes the Florida Building Code as required by State Statutes.

The District Director of Facilities Planning and Management shall be responsible for direction and management of Florida SouthWestern State College Building Program. The Director shall be or shall designate a Building Code Administrator (BCA) who shall be certified and licensed by the Department of Professional Regulation. The Building Code Administrator shall administer, for code compliance, documents review and construction inspection process.

Renovation, remodeling, new construction and defined maintenance projects require permitting and inspection. Construction documents shall be provided to the Building Code Administrator and a certified Plans Examiner (PE) or a qualified Florida Registered Architect/Engineer shall review construction documents for compliance with adopted codes and standards. Plans shall also be reviewed and approved by the Local Fire Marshall as required. After reviewing the documents, comments, if any, shall be returned with appropriate references. A Letter of Code Compliance shall be issued after final review and approval of 100% construction documents and upon resolution of all outstanding comments and mandatory's. The Architect of Record and/or the Building Department may submit Phase III plans for projects costing two hundred thousand dollars (\$200,000.00) or more to the Department of Education (DOE) for review.

Once the construction documents have been approved by the Building Code Administrator and DOE, if reviewed by DOE, the General Contractor/Construction Manager (GC/CM) shall submit to the Building Code Administrator two (2) sets of signed and sealed construction documents

with Fire Marshall Approval, a Letter of Code Compliance, current GC/CM license number with proof of insurance and a list of sub-contractors with license numbers with a request for a building permit. Once all requirements are met, the project will be issued a building permit.

The Building Code Administrator, in conjunction with the General Contractor/Construction Manager, shall develop a construction inspection schedule (see forms attached) to facilitate mandatory inspections that coincide with the project construction schedule.

The Local Fire Marshall, Building Inspector (BI) and or Building Component Inspector (Mechanical, Electrical, Plumbing) shall inspect and certify that the new or renovated/remodeled building or portions thereof are substantially complete, prior to the occupancy or re-occupancy. Prior to occupancy of a new building or re-occupancy of a renovated/remodeled building or portions thereof, the Building Department shall issue a Certificate of Occupancy or Re-occupancy (see attached sample). The Certificate of Occupancy or Re-occupancy shall state that the new or renovated/remodeled building or portions thereof are complete, constructed in accordance with the construction documents, and meet the minimum code requirements at the time of issuance of the building permit.

Maintenance projects shall be permitted, inspected and certified in accordance to SS 235.

A. Design of Professionals (A/Es)

If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, the construction documents must be signed and sealed by the architect and engineers of record.

Design professionals shall be responsible for the design of the project in accordance with the appropriate adopted codes and standards. The Building Code Administrator shall review the project documents at 100% completion of the construction documents for compliance to the College's Building Program and the Florida Building Code. A "letter of code compliance," stating that the building plans comply with all current adopted codes requirements, shall be issued by the design professionals, after all outstanding comments have been resolved, and prior to the issuance of the building permit. Phase III plans for construction project with a construction cost greater than \$200,000 may be submitted to the Department of Education for review. Upon project substantial completion, the A/E shall notify the Building Department and certify substantial completion.

B. General Contractors/Construction Managers (GC/CM)

The GC/CM shall meet with the Building Code Administrator to develop a building inspection schedule. The GC/CM shall be responsible for scheduling all required inspections in accordance with the plan developed. The GC/CM must provide the Building Department a minimum of twenty-four (24) hours' notice prior to inspection. At substantial completion

the GC/CM shall notify the A/E that the project is substantially complete and ready for occupancy or re-occupancy.

C. Day Labor Projects

A Day Labor Project is any one (1) construction project estimated to cost two hundred thousand dollars (\$200,000) or less where bonafide board employees or contracted labor provide the work. Day labor projects are subject to the same building and life safety codes as new construction. The Board may use subcontractors for portions of day labor projects.

D. Routine Maintenance

Maintenance projects are subject to the same building and life safety codes as new construction. Chapter 489, F.S., exempts boards from the use of a licensed general contractor for projects up to two hundred thousand dollars (\$200,000) where bonafide board employees provide the work. Annual maintenance permits to perform routine maintenance may be used. The permit is valid for one year and covers each maintenance projects costing up to two hundred thousand dollars (\$200,000) for that one year. Maintenance projects estimated to cost more than \$200,000 and which include construction, renovation and or remodeling shall be reviewed for compliance with the code and permitted accordingly.

Routine maintenance such as replacing like item for like item may not require inspection. The Building Code Administrator shall determine what components of a maintenance project must be inspected. The Florida SouthWestern State College Work Order System shall provide for an inspector signature block, indicating inspection approval for those maintenance projects that require inspection. The Work Order System shall document maintenance projects and the required Florida Building Code compliance. Documentation of maintenance projects that are inspected shall be maintained at Facilities Planning with the Annual Maintenance Permit.

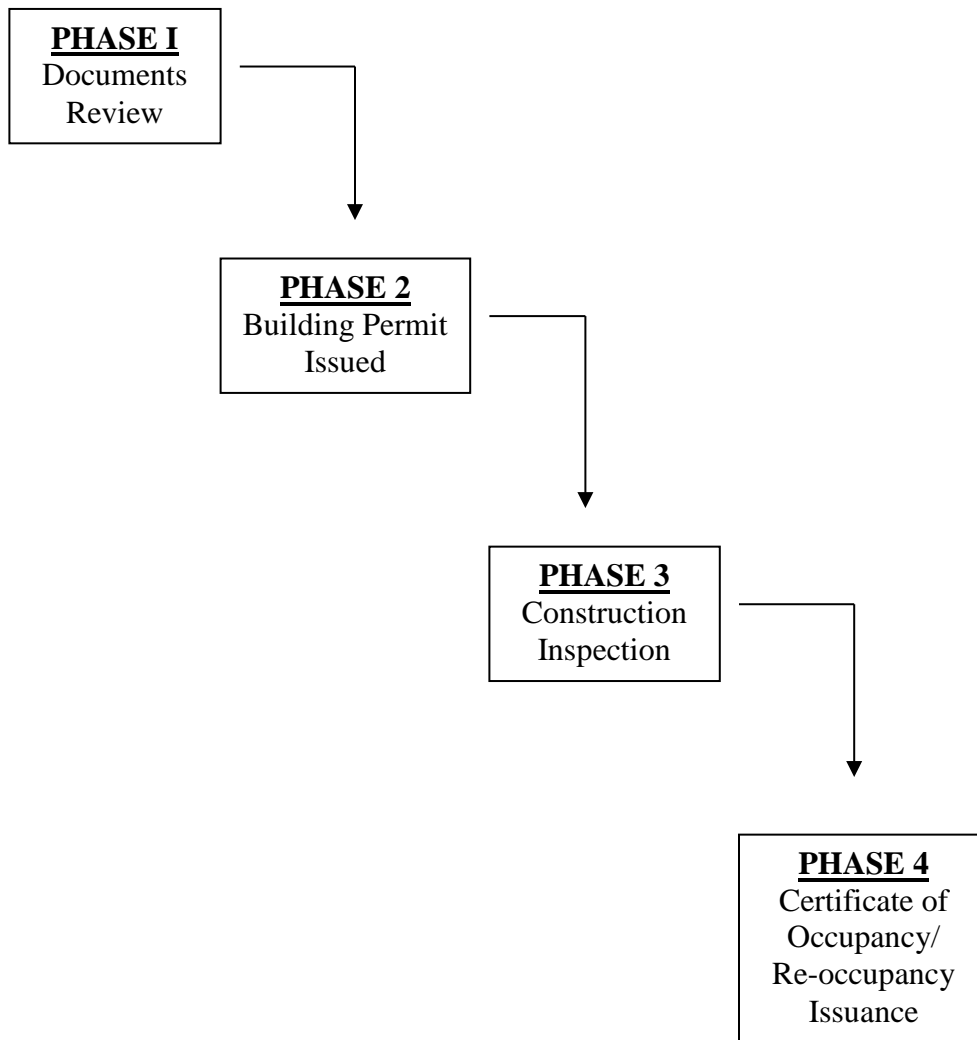
V.PROCEDURES:

- A. Design professionals prepare construction documents in accordance with all applicable codes.
- B. Plan review will be completed by a licensed design professional that did not create the plans and/or a certified Plan Reviewer. The Building Administrator reviews such documents for Building Program and code compliance and returns “comments” or a “letter of code compliance” as applicable.
- C. The GC/CM applies for a building permit.
- D. The Building Code Administrator reviews the building permit application and issues a permit, if all information submitted is acceptable and complete.

- E. The Building Code Administrator and the GC/CM develop a construction inspection schedule.
- F. The GC/CM requests inspections a minimum of twenty-four (24) hours prior to the requested inspection time. The Building Code Administrator or his designee performs the inspection(s) in accordance with the construction inspection schedule.
- G. When construction is substantially completed, and all required inspections performed, the GC/CM notifies the A/E that the project is ready for substantial completion inspection and provides a punch list of remaining items to complete. Upon certification by the A/E to the Building Code Administrator and agreement by the Building Code Administrator, the Building Code Administrator issues a Certificate of Occupancy or Re-occupancy.
- H. The Building Program shall include the Local Fire Marshall's approval when applicable.

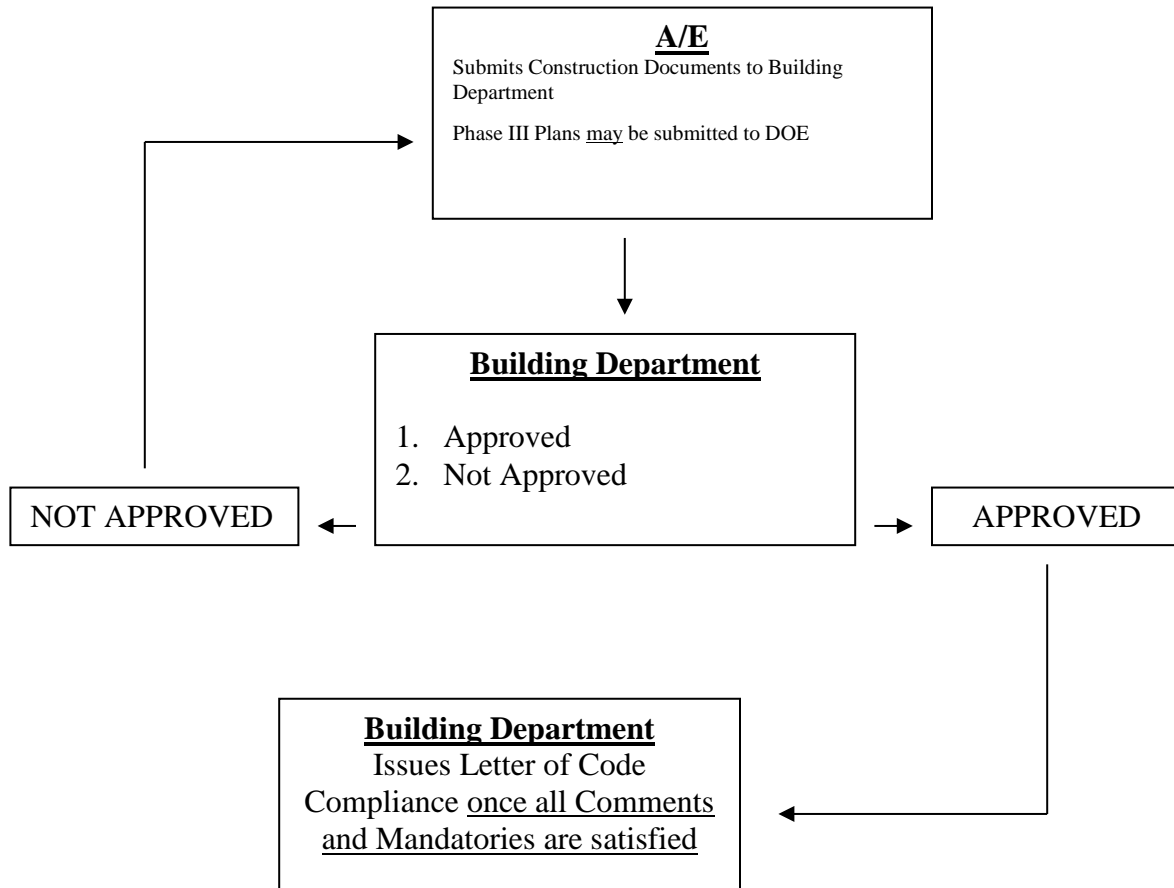
**FLORIDA SOUTHWESTERN STATE COLLEGE
BUILDING CODE ADMINISTRATION PROGRAM
FLOW CHART**

PHASES



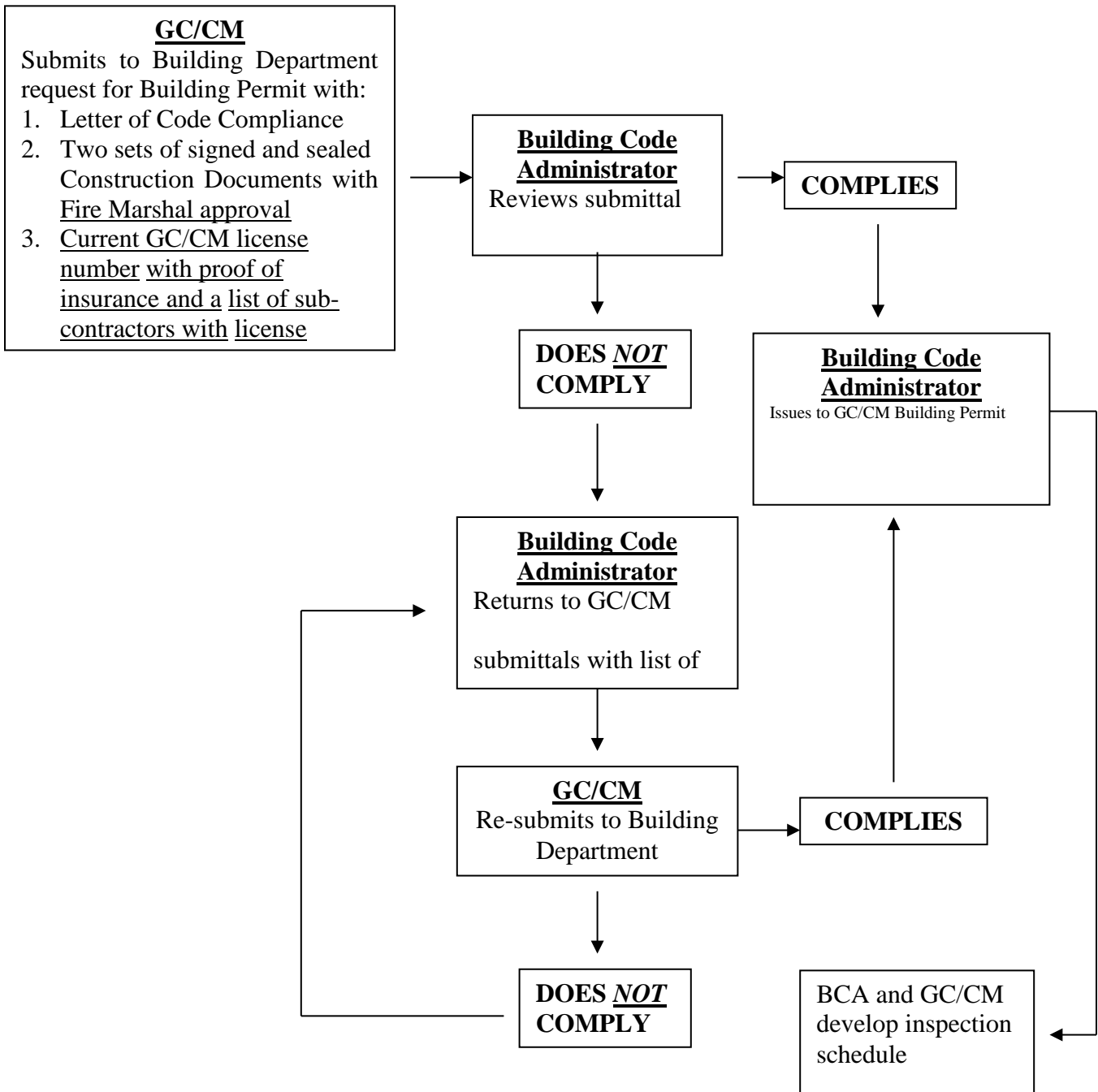
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BUILDING CODE ADMINISTRATION PROGRAM
FLOW CHART**

DOCUMENTS REVIEW



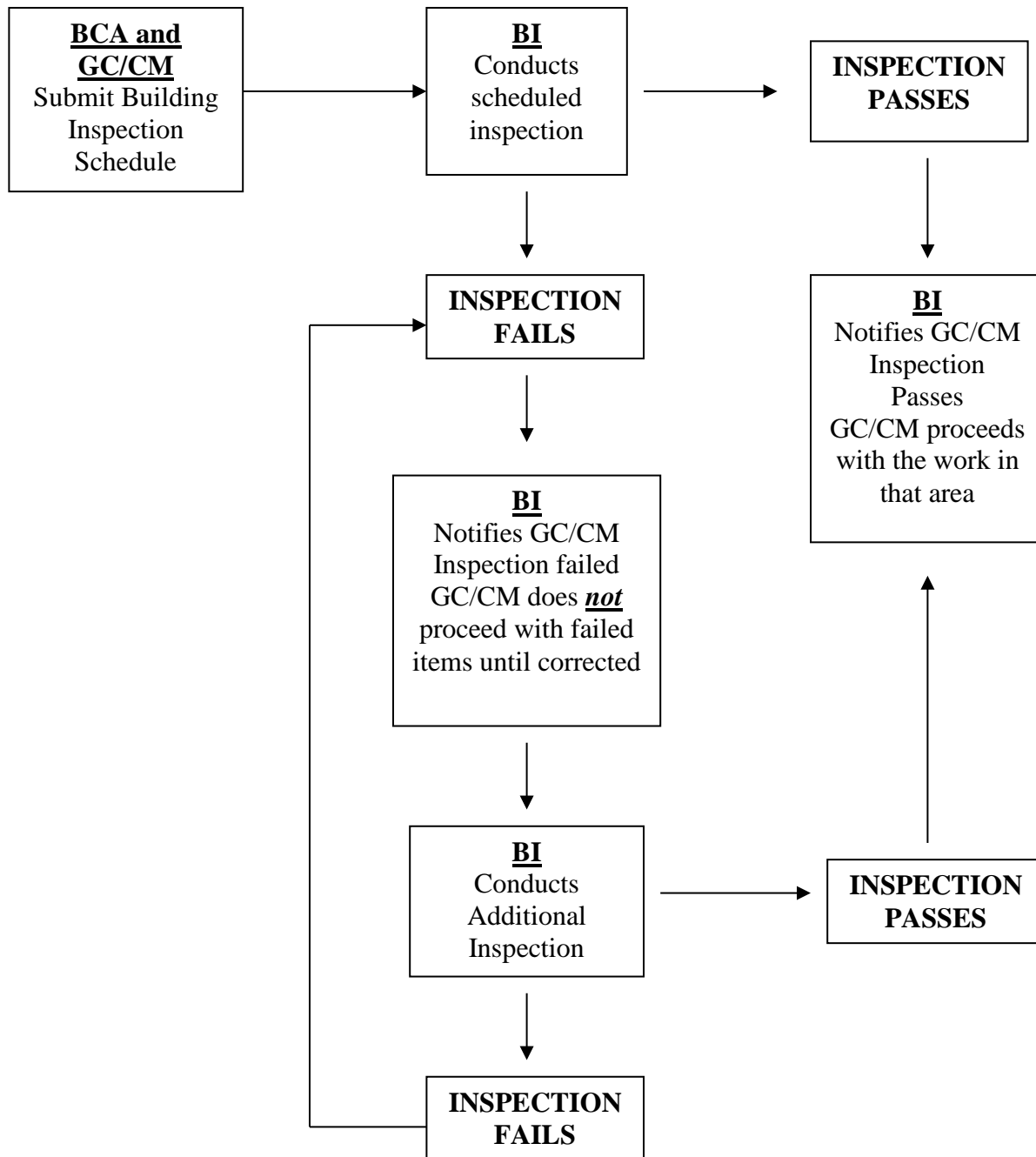
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BUILDING CODE ADMINISTRATION PROGRAM
FLOW CHART**

BUILDING PERMIT ISSUED



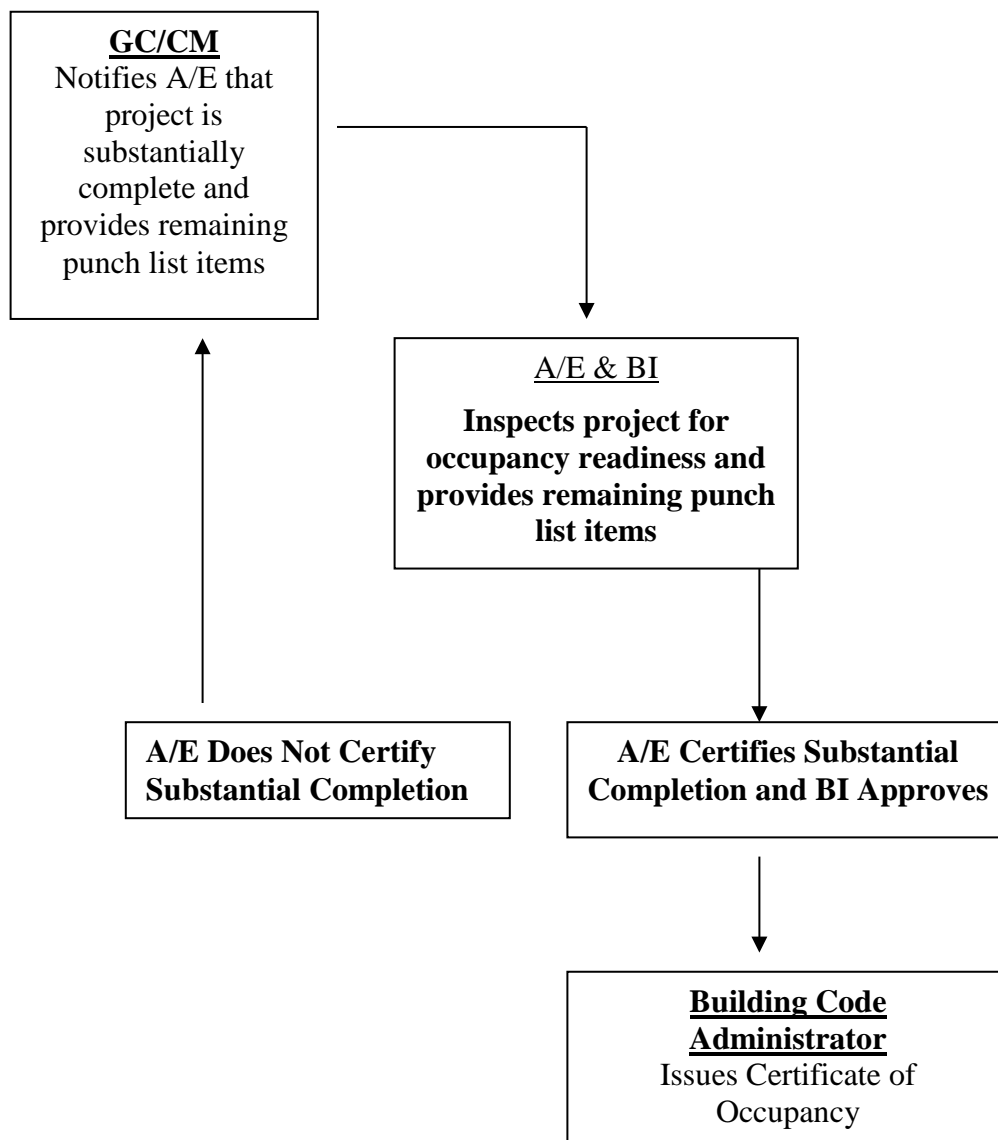
**FLORIDA SOUTHWESTERN STATE COLLEGE
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FLOW CHART**

CONSTRUCTION INSPECTION



**FLORIDA SOUTHWESTERN STATE COLLEGE
BUILDING CODE ADMINISTRATION PROGRAM
FLOW CHART**

**CERTIFICATE OF OCCUPANCY
COMPLETION ISSUANCE**





Facilities Planning and Building Code Compliance
PO Box 60210
Fort Myers, Florida 33906-6210

A/E DOCUMENT REVIEW

DATE: _____

TO: _____

FROM: _____
_____Architects/_____Engineers

PROJECT: _____

PROJECT NO.: _____ BUILDING: _____

REVIEW: () 100% Construction Documents

FSW Building Code Administrator has reviewed the documents as received on _____ for compliance with current building, fire, and safety code requirements and has the following comments:

Review and approval by FSW Building Code Administrator of these construction documents does not relieve the architect/engineer, and/or the general contractor and his subcontractors from the responsibility of complying with all applicable codes and standards as adopted by the State of Florida Building Code.

This letter, along with the other required documents, is needed to obtain a building permit, in accordance with the Building Program Policy and Procedures. The required signed and sealed documents will be kept in this office until issuance of the building permit. At the time of issuance of the permit, one set of signed and sealed documents will be returned to the general contractor and this office will retain the other set.



Facilities Planning and Building Code Compliance
PO Box 60210
Fort Myers, Florida 33906-6210

PERMIT APPLICATION – SUBCONTRACTOR

PROJECT: _____

Building Subcontractor Name: _____
Trade(s): _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____
FL Dept. of Business & Prof. Regulation License No.: _____
Qualifying Agent’s Signature: _____

Electric Subcontractor Name: _____
Trade(s): _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____
FL Dept. of Business & Prof. Regulation License No.: _____
Qualifying Agent’s Signature: _____

Plumbing Subcontractor Name: _____
Trade(s): _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____
FL Dept. of Business & Prof. Regulation License No.: _____
Qualifying Agent’s Signature: _____

Mechanical Subcontractor Name: _____
Trade(s): _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____
FL Dept. of Business & Prof. Regulation License No.: _____

Qualifying Agent's Signature: _____

Building Subcontractor Name: _____

Trade(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

FL Dept. of Business & Prof. Regulation License No.: _____

Qualifying Agent's Signature: _____

Building Subcontractor Name: _____

Trade(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

FL Dept. of Business & Prof. Regulation License No.: _____

Qualifying Agent's Signature: _____

Building Subcontractor Name: _____

Trade(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

FL Dept. of Business & Prof. Regulation License No.: _____

Qualifying Agent's Signature: _____

Building Subcontractor Name: _____

Trade(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

FL Dept. of Business & Prof. Regulation License No.: _____

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Facilities Planning and Building Code Compliance
PO Box 60210
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INSPECTION SHEET BY TYPE AND DATE

PROJECT NAME: _____

PROJECT NO: _____ BUILDING: _____

SITE: _____

ROOM NO: _____

Building Structural	Compl	Electrical	Compl	Plumbing	Compl	Mechanical	Compl
Footing		Underground		Underground		Duct Rough-In	
Slab		Floor Rough-in		Rough-In		Steam Piping & Test	
Masonry		Wall Rough-in		Stack Piping & Test		HW Piping & Test	
Wall/Ceiling		Ceiling Rough-in		Water Piping & Test		HCW Piping & Test	
Framing		Panel/Feeder		Gas Piping & Test		Cond. Piping & Test	
Structural		Service/Ground		Storm Piping & Test		Insulation	
Sheetrock		Appliance/Equipment		Fixtures		Wall and Ceiling	
Roofing		Lightning Protection		Equipment		Equipment	
Re-inspection		Re-inspection		Re-inspection		Re-inspection	
Final Building		Final Electrical		Final Plumbing		Final Mechanical	



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**CONSTRUCTION DOCUMENT REVIEW
FOR CONTRACTOR**

DATE: _____

TO: _____

FROM: Jyoti Naik, Building Code Administrator

PROJECT: _____

PROJECT NO: _____ BUILDING: _____

REVIEW () 100% Construction Documents

FSW Plans Examiner(s) has reviewed the documents as received on _____ for compliance with current building, fire and safety code requirements and has the following comments:

FSW Plans Examiner

Review and approval by FSW Building Code Program of these construction documents does not relieve the architect/engineer, and/or the general contractor and his subcontractors from the responsibility of complying with all applicable codes and standards as adopted by the State of Florida Building Code.

This letter along with the other required documents is needed to obtain a building permit, in accordance with the Building Program Policy and Procedure. The required signed and sealed documents will be kept in this office until issuance of the building permit. At the time of issuance of the permit, one set of signed and sealed documents will be returned to the general contractor and this office will retain the other set.



Facilities Planning Building Code Compliance
PO Box 60210
Fort Myers, Florida 33906-6210

**CERTIFICATE OF
SUBSTANTIAL COMPLETION**

This Certificate is issued pursuant to the Florida Building Code certifying that at the time of issuance this structure was in accordance with the codes regulating building construction and/or use for the following:

PERMIT NO.: _____

OCCUPANCY/
RE-OCCUPANCY AND USE: _____

BUILDING: _____

ROOM NUMBER: _____

DEPARTMENT/PROJECT: _____

Date: _____

Building Code Administrator



Facilities Planning and Building Code Compliance
PO Box 60210
Fort Myers, Florida 33906-6210

**CERTIFICATE OF
RE-OCCUPANCY**

This Certificate is issued pursuant to the Florida Building Code certifying that at the time of issuance this structure was in accordance with the codes regulating building construction and/or use. For the following:

PERMIT NO.: _____

OCCUPANCY/
RE-OCCUPANCY AND USE: _____

BUILDING: _____

ROOM NUMBER: _____

DEPARTMENT/PROJECT: _____

Date: _____

Building Code Administrator



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PO Box 60210
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**CERTIFICATE OF
OCCUPANCY**

This Certificate is issued pursuant to the Florida Building Code certifying that at the time of issuance this structure was in accordance with the codes regulating building construction and/or use. For the following:

PERMIT NO.: _____

OCCUPANCY/
RE-OCCUPANCY AND USE: _____

BUILDING: _____

ROOM NUMBER: _____

DEPARTMENT/PROJECT: _____

Date: _____

Building Code Administrator