

College Operating Procedures (COP)



Procedure Title: Building Construction Code Compliance
Procedure Number: 07-0702
Originating Department: Facilities Planning and Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1013.38, F.S. 1013.371, F.S.
Florida Administrative Code State Requirement for Educational Facility

Procedure Actions: Adopted: 10/08/2018; 01/20/2021

Purpose Statement: To establish and implement the Florida SouthWestern State College's Self-Performance Building Program for code compliance in order to administer the code and standards which are adopted through the State Requirement for Educational Facilities.

Procedures for Building Code Compliance

The State Board of Education adopted certain codes and standards which govern the renovation, remodeling, maintenance and new construction of all educational and ancillary facilities constructed by a Florida college board. Projects are reviewed and inspected for compliance with these adopted codes and standards. The State Requirement for Educational Facility (SREF) requires that 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. In conducting such reviews, the College will utilize the Uniform Building Code, which is a part of the Florida Building Code, and the Florida Fire Prevention Code as the state building codes and life safety codes for public educational facilities.

Guidelines:

I. 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 administer the Florida Building Code (FBC). Such regulated practice of Florida Building Code and Florida Fire Prevention Code compliance is necessary, in the interest of public health and safety, which shall be provided through compliance of all adopted codes and standards.

II. DEFINITIONS:

Construction Project Renovation, remodeling, maintenance and repair of existing Facilities and new construction.

Construction Documents Drawings and/or specifications.

Day Labor 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.

Self-Performance Use of Board employees that are certified to administer the Building Program for Florida Building Code compliance.

III. RESPONSIBILITIES:

Building Code Administrator: BCA shall review or cause to be reviewed the permit submittal documents and issue permit when documents are approved. BCA shall inspect or cause to be re-inspected all work requiring inspection per applicable codes. BCA, upon satisfactory completion of the work, will issue a certificate of occupancy or re-occupancy.

The 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.

IV. ADMINISTRATION:

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

Plan Review & Permitting

Renovation, remodeling, new construction requires a construction permit. Defined maintenance projects fall under the maintenance permit. Construction documents shall be provided to the Building Code Administrator who will 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. Upon full approval of drawings by Building and Fire Code Administrators drawings will be stamped acceptable. The Architect of Record and/or the Building Department may submit Phase III plans for projects costing three hundred thousand dollars (\$300,000.00) or more to the Department of Education (DOE) for review.

The General Contractor/Construction Manager (GC/CM) shall submit to the Building Code Administrator two (2) sets of signed and sealed construction documents, 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 the construction documents have been approved by the Building Code Administrator and DOE, if reviewed by DOE, and all requirements are met, the project will be issued a building permit.

The Local Fire Marshall, Building Inspector (BI) and or MEP Inspector (Mechanical, Electrical, and Plumbing), and special inspector if required, shall inspect and provide reports. Prior to occupancy of a new building or re-occupancy of a renovated/remodeled building or portions thereof, the Building Code Administrator shall issue a Certificate of Occupancy or Re-occupancy (see-attached sample). If applicable, Architect or Engineer, upon request of the Construction Manager shall inspect and issue a letter or certificate of Substantial Completion. 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.

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 "note on the drawings," 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.

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

The GC/CM shall be responsible for scheduling all required inspections in accordance with the plan developed. The GC/CM must provide the Building Code Administrator 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. Inspections are not required for routine maintenance such as replacing like item for like item.

V. PROCEDURES:

- A. Design professionals prepare construction documents in accordance with all applicable codes.
- B. The GC/CM applies for a building permit with signed and sealed documents.

- C. Plan review will be completed by the BCA or a licensed design professional, that did not create the plans, or a certified Plan Reviewer.
- D. The Building Code Administrator reviews the building permit application and issues a permit, if all information submitted is acceptable and complete. For projects over \$300,000 utilizing PECO funding, State of Florida form OEF 110A shall then be submitted to the DOE.
- E. 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.
- F. The Building Program shall include the Local Fire Marshall's approval when applicable.
- 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 of substantial completion 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. For projects over \$300,000 utilizing PECO funding, the State of Florida form OEF 110B shall then be submitted to the DOE.
- H. Certificate of Final Inspection shall be submitted to the DOE for all projects over \$300,000 that utilize PECO funding. State of Florida form OEF 209 shall be submitted after the project has been inspected for occupancy, signed by the BCA, Architect or Engineer of record and approved by the Board of Trustees.



Facilities Planning and Building Code Compliance
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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: _____

Signature