

Building Code

The Florida State University Building Code Administration Program (BCA) was established in 2001 and is responsible for ensuring that all construction activities on FSU owned facilities are performed in accordance with the applicable Laws, Rules, and Codes of the State of Florida. BCA's primary mission is to protect the public health safety and welfare of the University community by ensuring that its facilities comply with the minimum construction standards contained in the current adopted version of the Florida Building Code. All persons intending to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a University building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the FBC or to cause any such work to be done, shall first submit a completed Application for Permit to the FSU BCA Section. for a full list of items required prior to the issuance of a permit see the BCA Permit Checklist.

The BCA section utilizes the Administrative processes contained in the Model Administrative Code for the 2010 Florida Building Code as prepared by the Building Officials Association of Florida to accomplish this effort.

In general, the BCA program accomplishes compliance with the above through 6 primary activities

Submission, Review and Approval of Construction Documents

The BCA Permitting process is initiated by the submission of a completed Document Review Request Form (DRR) from persons authorized by the Associate Vice President for facilities. The DRR form provides the appropriate owner's authorization for permitting activities for any construction activity to be performed on University Facilities.

Following receipt of the DRR and upon request by the Design Professional or Project Manager BCA staff may conduct a preliminary, "courtesy" review of developmental drawings and documents. The objective of this type of review is assisting the design professional in the design decision making process relating to code compliance for the proposed design. This preliminary review may also confirm whether the project is required to be permitted. If permitting is not required for the project BCA will acknowledge such and issue a "No Permit Required" memo.

For a final review, associated with issuance of an appropriate Permit (Demolition, Foundation, Building, Mechanical, Electrical, Plumbing, etc) the Responsible Design Professional shall submit two (2) complete sets of plans and specifications (signed and sealed). Specific information required to be provided on the plans is listed in Section 107 of the Model Administrative Code for the 2010 Florida Building Code.

Upon completion of the review BCA staff will issue a Construction Project Review (CPR) document. The CPR will contain status comments on 1) Administrative review and 2) Technical code review. The Administrative review will provide status comment on the outstanding items, applicable to the specific project, indicated on the BCA Permit Checklist form. The CPR will indicate the review results as either 1) Approved, 2) Approved with Comment or 3) Denied. For conditions 1 & 2, upon completion of the Permit Application Phase, a permit may be issued. If a project is denied, the included comments must be responded to by the Responsible Design Professional, Contractor, or Project Manager. When all comments have been satisfied and determined acceptable a new CPR will be issued indicating an Approved status.

Submission and Review of a Completed Application for Permit

All persons intending to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a University building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the FBC or to cause any such work to be done, shall first submit a completed Application for Permit to the FSU BCA Section.

PERMIT APPLICATION:

The application is divided into four main sections: Applicant, Project, Architect/Engineer, and Subcontractor List (see "Attachments" below). Fill in all applicable spaces on the permit application form.

Applicant

The applicant or qualifying agent must be the entity or person responsible for the entire project and providing direct, onsite supervision of the work they are performing. The permit application must include the name, street address, mailing address, phone number, fax number, and contractor license number of the applicant requesting the Building Permit. The name and signature of the qualifying person for the state contractor's license must also be provided. The signature may be a person that has power of attorney to sign for the qualifier (notarized Letter Of Authorization required to be on file with BCA office). The primary contact name can be the job site superintendent.

NOTE: In accordance with F.S. 489.103(3), the applicant may be an authorized employee of the Florida State University for work described as: "performing routine maintenance or repair or construction not exceeding \$200,000 to existing installations, if the employee does not hold himself or herself out for hire or otherwise engage in contracting except in accordance with his or her employment." While this is an exception to requiring a licensed contractor, the applicant fully assumes the responsibilities and role of the contractor and is subject to the same code enforcement applications.

Project

The project name, project number, project street address and/or Florida State University Building number, value of construction, and a description of the work to be performed must be included in the permit application. The building height, construction type, occupancy classification, and square footage of each occupancy classification must also be provided. Provide name and telephone number of the University project manager or person responsible for the project.

NOTE: Prior to any demolition work, contact EH&S Industrial Hygiene section for instructions on abatement of hazardous materials.

Architect/Engineer

The name, address, telephone number, and fax number of the prime Architect/Engineer of Record must be provided on the application. If the designer is not an architect or engineer, please provide name, address, and telephone/fax number of the designer.

APPLICATION ATTACHMENTS

It is the responsibility of the applicant to provide these documents with the Building Permit Application.

Subcontractor List

This is supplemental page to the Permit Application Form. If subcontractors requiring state license have been retained, their license information must be submitted on the subcontractor list. The applicant must provide the name, street address, mailing address, telephone number, fax number, and state contractor's license number of each subcontractor. If any subcontractors requiring state license are

added after permit has been issued, the permit holder must provide the appropriate data and license number before they begin construction.

Construction Documents

A minimum of **two** sets of 100% plans and specifications must be included with the Building Permit application (unless sets have been previously submitted for final review and haven't been returned to project manager). If the level of work requires the involvement of a Design Professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, both sets of plans and specifications must be signed and sealed by the Architect/Engineer of Record. One set of reviewed documents will be returned with the permit when issued. Another set will be retained by BCA for permanent record retention.

Identification of minimum premium policy

Valid workers' compensation insurance certificates are required for permit applicants per F.S. 440.103: "Such proof of compensation must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department or the former Division of Workers' Compensation of the Department of Labor and Employment Security, or a copy of the employer's authority to self-insure and shall be presented each time the employer applies for a building permit."

Valid General Liability Insurance Certificates for the permit holder shall be provided to BCA during all times the permit is active.

Threshold Building

If the project includes a threshold building, the applicant must insure the Special Inspectors' Affidavit, Structural Inspection Plan, and shoring/re-shoring plans are submitted in accordance with section 105.13 of the Florida Building Code.

Construction Project Review Letter

If the construction documents have been previously reviewed by EH&S for compliance with applicable codes and standards by the Building Code Administrator, a copy of the letter of code compliance should be included.

Structural Criteria/Calculations

The applicable structural criteria must be listed on the drawings. Any necessary structural calculations must be provided in a bound document, upon request of the Plans Examiner.

Payment of Permitting Fees

Upon receipt of the Contractors completed Application for Permit and prior to the issuance of a permit, all fees associated with the Permit and Plan Review shall be paid to the BCA section. Permitting fees are calculated based on the total construction value, as contracted with the owner, and indicated on the Permit Application, in accordance with the schedule below. BCA will prepare and issue an invoice for fees to the entity identified on the DRR.

In many cases University projects will bear the cost of permitting and as such fee payment is arranged and coordinated by the University Project Manager. Contractors should verify with the University Project manager as to the entity responsible for fee payment.

Once the permit has been issued and fees paid, if the scope of work is changed, BCA shall be notified of the change. If the value of the additional work is greater than 10% of the initial permit value additional fees may be charged and shall be paid prior to initiation of the additional work.

BUILDING PERMIT FEES SCHEDULE

TOTAL VALUATION	FEES
Under \$5000	\$50
\$5,000 to \$50,000	\$15.00 for the first \$ 1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
\$100,000 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00.
\$500,000 and up	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.

Note: In accordance with established contract terms permitting fees for facilities remote to FSU main campus may be based on a cost plus basis.

PLAN REVIEW FEE

Plan-review fee shall be equal to one-half of the building permit fee above and is in addition to building permit fee.

DEMOLITION FEE

For the demolition of any building or structure, the fee shall be \$50

Issuance of a Permit

When all applicable items listed on the BCA Permit Checklist (Completed Application for Permit, Payment of Fees, Approved BCA Construction Project Review, etc.) have been satisfied BCA will prepare and issue the appropriate permit placard for the project. The 8 ½" x 11" card issued is the official Permit for the construction indicated on the card. This Permit will become invalid unless the work authorized by the permit is commenced within six months after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of six months after the time the work commenced.

Posting

Work shall not commence until the permit holder posts the permit card in a conspicuous place on the premises or in the job trailer. The Building Permit including the Subcontractor List and Inspection Log shall be protected from the weather and located in such a position as to allow the inspectors to conveniently make the required entries. The permit card shall be maintained in such position by the permit holder until the Certificate of Occupancy or Certificate of Completion is issued by the Building Code Administrator.

Documents

The permitted set of construction documents will have been stamped "Reviewed for Code Compliance" and transmitted with the permit. The permitted construction documents shall be kept at the site of work and shall be available for review by the inspectors. Deviations from the permitted documents shall

be approved in writing by the Architect/Engineer of record and this office. Equipment installation instructions shall be kept on site for review by the inspectors.

Licensing

It is the responsibility of the permit holder to ensure that all contractors performing the work comply with applicable licensing requirements. In general, all contractors must be licensed for their respective work by the State of Florida through the Department of Business and Professional Regulation.

Access

By application for this permit, the permit holder grants right of entry to the building, structure, or premises to inspect the same or perform any duty imposed upon the Building Code Administrator or his representative by the building codes.

Stop Work Order

Upon notice from the Building Code Administrator, work on any building, structure, electrical, mechanical or plumbing system that is being done contrary to the provisions of the codes or in a dangerous or unsafe manner, shall immediately cease. Such notice shall be in writing and shall be given to the permit holder, his agent, or the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the Building Code Administrator shall not be required to give a written notice prior to stopping the work.

Revocation

The Building Code Administrator may revoke a Building Permit or approval, if there has been a false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based. The Building Code Administrator may revoke a permit for the project or a portion of the work upon determination by the Building Code Administrator that the construction, erection, alteration, repair, moving, demolition, installation or replacement of the building, structure, electrical, gas, mechanical, or plumbing system for which the permit was issued is in violation of, or not in conformity with, the provisions of the codes.

Inspection of Construction

All construction projects will require detailed code compliance inspections during the construction phase. The disciplines normally include, but are not limited to, mechanical, electrical, plumbing, and general building. Specific required inspections are listed in the Model Administrative Code for the 2010 Florida Building Code. Construction or work subject to inspection shall remain accessible and exposed until *approved*. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. It shall be the duty of the *permit* applicant to cause the work to remain accessible and exposed for inspection purposes. BCA shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

The permit holder shall make all permits, drawings, specifications and change documents affecting codes available to the inspectors. Inspection personnel will be provided by the University or their designee.

The contractor is responsible for coordinating inspection activities required by the Florida Fire Prevention Code with the State Fire Marshal's office.

Inspection Requests

The permit holder should fax a completed BCA Inspection Request Report Form to the BCA fax number indicated on the permit card to request an inspection. The request shall indicate, at a minimum, basic Project information, type of inspection requested, contact information of requester, desired time and date of inspection. The inspectors will try to accommodate these time-of-day requests, but it may not always be possible. Inspections will not be made on official holidays or weekends. In the event, a code inspector cannot inspect the work when requested the work must not be concealed. Work not inspected and approved prior to concealment shall be uncovered for inspection. All time and costs for uncovering and reconstruction of such work shall be borne by the contractor.

It is the permit holder's responsibility to manage the sequence of work and request the inspections in a timely manner. The permit holder shall not request an inspection unless all of the related work is complete for an entire building, floor, building wing, system, or recognizable portion, so the contractors and inspectors can readily track the progress of the work. Work shall not proceed to the next step on any part of a building, structure, electrical system, gas system, mechanical system, or plumbing system until the previous step has been inspected and approved by the Building Code Administrator or his representative.

The permit holder and his subcontractors are responsible for ensuring the work is completed in accordance with Applicable Codes and Standards. The permit holder is required to make all portions of the work available for inspection and provide the means (e.g., ladder) for it to be inspected. The permit holder must be available during the inspection. The appropriate subcontractor should be available during the inspection. If not, the opportunity of an on-site discussion with the inspector will be lost.

Inspection Reports

The inspector will provide the permit holder with a written report, (BCA Inspection request / Report Form) indicating the results of the inspection. The permit holder shall provide a copy of each inspection report to the Architect/Engineer of Record in a timely fashion. Deviations from the permitted documents shall be approved by the Architect/Engineer of Record and this office. The permit holder shall anticipate the need for this written approval and provide it to the inspector at, or before, the time of inspection.

The inspector's function is to inspect the work and document the results of the inspection. The inspector is not responsible for directing the contractors "how to correct a violation." Only the Building Code Administrator, not the inspector, is authorized to grant a variance from the applicable codes and standards.

If after reviewing the work with respect to the applicable codes and standards, a contractor believes a violation was cited incorrectly or wishes to request a variance, the contractor should contact the Building Code Administrator in writing (Fax is acceptable). The contractor should state in writing the inspection date, project title, permit number, applicable drawing number(s), applicable specification section number(s), applicable code section number(s), and an explanation of why the contractor believes the code violation was incorrectly cited or a variance is warranted. The Building Code Administrator will then evaluate the request and proceed appropriately.

Usually, the report results will indicate one or more of the following:

Passed- This indicates that all items related to a particular inspection have been inspected and are in accordance with the applicable codes.

Conditional -This indicates that the vast majority (95%) of all items related to a particular inspection have been installed, inspected, and passed on the condition a few items be corrected. The inspector is in no way obligated to grant a "Conditional". A "Conditional" will only be granted if the inspector believes,

the contractor is able and willing to complete the work in accordance with the applicable codes, because a re-inspection will not be required. The inspector's belief will be based on the extent and quality of work completed for the present and previous inspections. A "Conditional" will not be issued for uncompleted items, which relate to the protection of people's health and safety. A "Conditional" will only be issued if a small quantity of minor items must be completed or corrected.

Violation Cleared- This is used when a re-inspection of previous violation reveals that the item has been completed in accordance with the applicable codes.

Re-inspection Required -This confirms that a re-inspection is required for a particular item. A "Failure" or "Not Ready" automatically implies that re-inspection is required.

Not Ready- This will be used to indicate that a significant quantity of items related to a particular inspection have not been installed at all, or have been installed incorrectly. If the inspector finds three different code violations related to a particular inspection discipline, he shall terminate the inspection, write "Inspection Terminated" below the third violation of the report and designate the result as "Not Ready".

Failed- This will designate the violations have been found and a description should be included in the space provided on the report.

Final Certification for Occupancy and Completion

The final stage of the Building Code Administration permit process is the request and issuance of a Final Certificate. The permit holder must request a Certificate of Occupancy after completion of a new building, building addition, or a renovation if an occupancy change occurred. The permit holder should request a Certificate of Completion if occupancy was not an issue. **The permit holder must request the certificate in writing from the BCA office.**

Before the certificate can be issued, all applicable items indicated on the BCA Final Certificate Checklist must be provided:

Request

Letter from the qualifying agent of permit holder requesting a Certificate of Occupancy or a Certificate of Completion, certifying all code violations have been corrected. For minor work the request for final inspection can be accepted as the request for Certificate of Completion

Final Reports

A copy of all applicable final code inspection reports must be included.

State Fire Marshal Approval

Copy of the final inspection approval letter from the State Fire Marshal. Copies of final Alarm and suppression system certifications and shop drawings shall also submitted

Elevator Approval

Copy of the elevator inspection approval reports from the Department of Business & Professional Regulation.

Special Inspector (Threshold)

Letter signed and sealed by the special inspector certifying the threshold building complies with the permitted documents and the shoring and re-shoring complies with shoring and re-shoring plans submitted.

Flood Plain Certification

Letter signed and sealed by the engineer of record that the structure, as constructed, meets or exceeds the flood plain criteria defined in the FEMA document 44CFR-Part 60.

Other Certifications

Copy of any other certifications by the architect, engineer, and/or contractors required by other jurisdictions such as the Florida Department of Environmental Protection, county health unit, etc.

Notice In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county.

Notice If this project involves the disturbance or removal of asbestos, it is the permit holder's responsibility to ensure compliance with Section 455.302, F.S., and notification to the Department of Environmental Protection. If this project involves the demolition or renovation of an existing structure, it is the owner's responsibility to ensure compliance with Section 455.302, F.S., and notify the Department of Environmental Protection of the intention to remove asbestos.

The Building Code Administration Office can be reached at 644-7686 or additional information relating to the BCA section may be found on its website located at:

<http://www.safety.fsu.edu/sections/bldcode.php>

- Application for Permit
- Permit Checklist
- Florida Building Code
- Model Chapter 1 Administration of the Florida Building Code