

CODE COMPLIANCE PROCEDURES FOR CONVENTIONAL and CM @ RISK PROJECTS

A. Design Phase

The Project Manager (PM) shall request a Work Order by submitting to the Building Department a “Work Order Request Form for Building Code Consultant Services.” As always, this form must include a credible labor and materials cost estimate as well as the official funding structure associated with the project.

Once a Work Order has been issued, the PM shall schedule the Concept Review meeting, which will include the Building Code Consultant (BCC) firm assigned to the project. If this is a CM at Risk project, the CM will also attend the meeting.

The phase I review submittal.

The Phase I review will be submitted by the PM to the BCC (formerly the UBCI/EFCO firm) through Document Control. See Document Control for submittal requirements. Ten (10) working days will be allowed for the review. Please note that Document Control will in most cases transmit the submittal to the BCC within 24 hours.

The BCC will review the submittal package and issue a letter, which will identify the project as “Approved”, or “Approval Withheld”.

If the project is “Approved”, it may proceed to the next phase, but any issued mandatories must be addressed by the A/E of record by submitting a “letter of response” (LOR) to the BCC through the PM and Document Control prior to the subsequent phase submittal. The BCC is again allotted ten (10) working days to review and respond to the LOR.

If the project is “Approval Withheld”, the phase I package must be re-submitted for approval. The re-submittal package will include a letter of response from the A/E of record. At a minimum, all issues or mandatories causing the project to be withheld must be resolved and the project must be approved prior to the next phase submittal.

Phase II review submittal.

The procedures for a phase II submittal are the same as those stated above for a phase I. The time allotted the BCC for the review is ten (10) working days.

The phase III review and permit application submittal.

If previous phase submittals have been approved, the PM shall be allowed to submit the phase III permit package for approval. See Document Control for submittal requirements. The BCC will be allotted 15 working days for the review of this phase.

This submittal will also include a "Permit Application". The PM shall fill out the appropriate sections of this form (Sections 1,3,5 and 7) and the Region Supervisor shall sign it as the "Owner's Agent". Document Control shall keep a copy of the Permit Application and transmit the original to the Building Department. The partially completed permit application shall be kept at the Building Department until the winning bidder's qualifier wishes to "pull" the permit.

The BCC will review the submittal package and will issue a letter, which will identify the project as "Approved for Permit" or "Approval Withheld".

If the project is "Approval Withheld" a re-submittal will be required per the instructions of the BCC. Please note that the project WILL NOT be approved for permit until all outstanding mandatories have been resolved and corrected in the documents and specifications.

If, and when the project is "Approved for Permit", a minimum of six (6) sets of plans and specifications shall be stamped "**Reviewed for Code Compliance**" by the BCC and dated. One set shall remain in the BCC's office, the others shall be sent back to Document Control, for appropriate distribution. One stamped set shall remain at the project site at all times and shall be made available to the BCC inspectors until the project is finished.

Addenda

The A/E shall prepare and distribute all addenda through the PM as required. Please note that all addenda shall be submitted by the PM through Document Control for review and approval by the BCC and the Chief Building Official, before a permit can be issued. If the project is a CM at Risk project, the District and the CM shall agree on a Guaranteed Maximum Price (GMP) before the CM's qualifier will be able to pull the permit.

Permit Issuance

In order to "pull" the permit, the contractor's qualifier shall come to the Building Department where he/she will finish filling out the permit application (Sections 2,4,6,8 and 9) and sign it. The qualifier shall also provide the Building Department with a copy of the "Approved for Permit" letter issued to the project by the BCC and, if it is a CM at Risk project, the CM shall submit written confirmation from the Chief Facilities Officer or his/her designee that a GMP has been successfully negotiated. The Building Department will determine within 48 hours if a permit can be issued. The applicant (qualifier) shall be notified that the permit is ready for pick up, or be given the reason(s) why it cannot be issued at this time.

The Contractor (or CM) will not be allowed to begin construction until he/she has obtained a permit for the work.

B. Construction Phase

Kick-Off Meeting

The PM shall schedule the “Kick-Off” meeting with all pertinent parties including the BCC. At such meeting the BCC will present the PM and the Contractor/CM with the Inspection Procedures which will include instructions, names of contacts and phone number to call in order to schedule required inspections

The Contractor or CM shall introduce his/her team to the BCC, including the assigned job superintendent responsible for the construction site.

Progress Inspections

The Contractor shall be responsible to contact the BCC directly to request and schedule inspections as required, at least 48 hours in advance of when such inspection is needed.

No inspection shall be performed unless the Building Permit is displayed, the inspection log is available to the inspectors and a set of stamped plans and specifications are provided.

No work shall be covered until it has been previously inspected and passed by the appropriate inspector.

As the project progresses and upon completion of the work in each discipline, (building, mechanical, plumbing, electrical, etc.) the inspector for such discipline shall “sign-off” on the permit card, indicating that such work has been completed and approved. Note that all failed inspections (Non-Compliances) will have to be satisfied prior to the inspector’s sign-off on the permit card.

Change Orders

All changes or deviations from the approved documents shall be brought to the attention of the appropriate inspector.

All change Orders shall be submitted by the PM through Document Control for review and approval by the BCC and the Chief Building Official.

Final Inspections

Once all the appropriate sign-off are completed on the permit card, the District’s Project Manager shall fill out (in triplicate) and obtain the appropriate signatures (Contractor, D/B, A/E of Record) on the Certificate of Occupancy and/or Completion Form (FM-5463) before requesting a Project Final Acceptance Inspection from the BCC.

The BCC's Inspectors (and the certified Fire / Safety Inspector, Coastal Inspector and/or Threshold Inspector as applicable) shall perform a Final Acceptance Inspection individually or as a group to determine the project's overall completion and compliance with applicable statutes, rules and codes, as related to their particular discipline and responsibility, and if satisfied, shall fill out and sign the appropriate section on the form. During these inspections, the inspectors shall be provided with the appropriate systems, materials, tests and installation certifications, such as:

- Elevators (Passenger & Freight)
- Carpet (Tunnel Test)
- Curtains (Flame / Smoke)
- Health / Water (Bacteriological Tests)
- DERM (Septic Tank / Drain Field)
- Roofing
- HVAC (Test and Balance)
- Fire Alarm
- P.A. & Clock / Speaker System
- Misc. Municipal Services
- Generator (ten (10) seconds)
- Ansul System (Dump Test)
- Fire Sprinkler System
- Fire / Smoke Sealant labels, etc.

Once all the appropriate inspectors have fill out and signed the FM-5463 form, the PM shall bring the three originals to Document Control, which shall sign them (Superintendent's Designee Section) and immediately send them to the Building Department in order to schedule the Final Occupancy Inspection, if required.

A Certificate of Completion does not require a Final Occupancy Inspection.

The Chief Building Official or his Deputy shall perform the Final Occupancy Inspection with a representative of the BCC and upon determining compliance with all codes and readiness of the Safety to Life systems, shall issue (sign) the Certificate of Occupancy, to the District.

Note: The Fire Safety Inspector must inspect and approve the work before a Final Occupancy Inspection is scheduled.

In addition to all other required information, the C.O. shall state the nature of the occupancy permitted, the number of persons for each floor when limited by law, and the allowable load per square foot for each floor, as applicable in accordance with the provisions of the FBC.

After the Final Occupancy Inspection, (or the Final Acceptance Inspection for a Certificate of Completion type project), the Building Code Consultant (BCC) will issue a

Final Inspection Report listing any new and/or outstanding code related provisos and/or any conditions of the occupancy.

Close-Out

Note that, as under the current process, the project shall not be considered fully completed until all outstanding provisos have been satisfied. The project shall be considered finished and “Closed-Out” with the submission of the OEF-209 form to the Department of Education in Tallahassee.