

CODE COMPLIANCE PROCEDURES FOR DESIGN / BUILD PROJECTS

A. Design Phase

The Project Manager or Region Supervisor shall fill out a Work Order Request Form for Building Code Consultant Services (formerly UBCI/EFCO Services) and send it to the Building Department for Assignment.

The form must include a credible labor and materials Project Estimate and requires that a funding structure be provided and approved by the Office of Capital Construction Budgets.

Design Criteria Package Submittal

Once a Work Order has been issued, the commissioned Design Criteria Professional shall submit the Design Criteria Package for review and approval through the PM to Document Control. If there are Phase I documents included in the Design Criteria Package it shall include all the deliverables required for such a package with the submittal. See Document Control for submittal requirements.

The BCC shall issue a letter identifying the Design Criteria Package as “Approved” or “Approval Withheld”. The time allotted to the BCC for this review is ten (10) working days. Please allow Document Control 24 hours to log the submittal and forward it to the BCC.

If the Design Criteria Package is “Approved”, the project will be allowed to proceed, but the DCP will be required to respond to any issued mandatories by way of a letter of response (LOR) to the BCC through the PM and Document Control. Note that all mandatories will have to be addressed and required corrections made to the Design Criteria before any permit can be “pulled” on the project.

If the submittal is “Approval Withheld” a re-submittal is required before the project is allowed to proceed. The re-submittal may include revised plans and criteria as required by the BCC and a response letter from the DCP addressing all the mandatories and where the BCC can find the corrections. The project will not be allowed to proceed until the BCC determines that the Design Criteria Package and the Phase I submittal are “Approved”.

The phase I review submittal.

The DCP’s or D/B’s phase I documents shall be submitted by the PM to the BCC through Document Control. See Document Control for phase I submittal requirements for D/B projects. The BCC will be allowed ten (10) working days 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 and issue a letter, which will identify the submittal as “Approved”, or “Approval Withheld”.

If the project is “Approved”, the project may continue to the next phase, but the A/E of Record shall respond to any and all issued mandatories by way of a letter of response to the BCC before the next submittal.

If the submittal is “Approval Withheld” a re-submittal will be required. The re-submittal may include revised plans as required by the BCC and a response letter from the DCP or D/B addressing all the mandatories and where the BCC can find the corrections. The project will not be allowed to proceed until the BCC determines that the Phase I submittal is “Approved”.

The phase III packages submittal.

Design / Build Projects will be allowed to be “Fast Tracked”. In order to expedite the work, the D/B may submit phase III packages and apply for “partial permits” in the following manner:

Earthwork Permit (E)
Foundation Permit (F)
Structural Shell Permit (S)
Life Cycle Cost Analysis (LCCA)
Building Final Permit (B)

A combination Earthwork / Foundation (E/F), Foundation / Structural Shell (F/S) or Structural Shell / Building Final (S/B) permit shall also be allowed. Please see Document Control for submittal requirements for each package. Please note that the date on the application for permit of the Foundation Package will determine the code of record for the entire project.

Each (phase III) package or combination package will be required to apply for a permit individually. For each package, the PM shall fill out the appropriate sections of the permit application 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 D/B is able to “pull” the permit.

The BCC shall review the phase III submittal package and will issue a letter, which will identify the package as “Approved for Permit” or Approval Withheld”. The BCC shall be allotted 15 working days for the review of all phase III packages and re-submittals.

If the package is “Approval Withheld” a re-submittal will be required per the instructions of the BCC. Please note that the phase III package WILL NOT be approved for permit until all outstanding mandatories (including those generated by the Design Criteria

Review and the Phase I submittal) have been resolved and corrected in the documents, Design Criteria and/or Specifications.

If and when the package 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 (1) 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.

Permit Issuance

In order to “pull” the permit for the package, the D/B’s qualifier shall come to the Building Department where he/she shall 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 package by the BCC. The Building Department will determine within 48 hours if a permit can be issued. The applicant (qualifier) shall be notified the permit is ready for pick up, or be given the reason(s) why the permit cannot be issued at the time.

The D/B will not be allowed to begin construction until he/she has been issued a permit for the work.

B. Construction Phase

Kick-Off Meeting

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

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

Progress Inspections

The D/B 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.

Each partial package shall be treated as a separate project, with regards to the inspections. Inspections shall be performed and each partial permit package finalized individually. See Final Inspections below.

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

Change Orders

Design / Build projects are not supposed to generate Change Orders unless they are changes requested by the owner. All changes and deviations from the approved documents shall be brought to the attention of the appropriate inspector.

Any 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

As stated above, each partial package shall be treated as a separate project, with regards to the inspections.

Inspections shall be performed and each partial permit package finalized individually. The partial permit shall be considered completed once the inspector has signed off on that portion of the work on the “Final” box on the permit card. A copy of the signed and dated partial permit card shall be forwarded to Document Control and the Building Department.

The Certificate of Occupancy shall be applied for based on the permit issued for the “Building Final” package.

If the project is to be constructed in phases, each phase shall be required to apply for and pull a permit individually.

Once all the appropriate sign-off’s are completed on the permit card, the District’s PM shall fill out (in triplicate) and obtain the appropriate signatures (D/B and 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, 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 of 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 & Balance)
- Fire Alarm
- P.A. Clock / Speaker
- 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 filled out and signed the FM-5463 form, the PM shall bring the three (3) originals to Document Control where they shall be signed by the Superintendent's Designee and immediately forwarded 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 the 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 allowed per 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 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.