

GENERAL ADMINISTRATIVE PROCEDURES FOR CAPITAL PROJECTS

A. Design Phase

Permit Requirement:

Any entity who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy, use or occupant content of a building or structure, or any outside area being used as part of the building's designated occupancy (single or mixed), or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work, regardless of cost.

Permit Application:

The permit application shall be filled out on a form furnished for that purpose by the Chief Building Official. It shall contain a general description of the work, and its location on the site. The Region Supervisor shall sign the application for Capital Projects or by the Supervisor for Maintenance Projects. The qualifier pulling the permit, if applicable shall also sign it. The permit application shall also indicate the proposed occupancy of the building and of that portion of the site or lot, if any, not covered by the building or structure. The Chief Building Official may require other information as applicable. Each application shall be dated, and the code in effect on such date shall be indicated. The code in effect on the date of application shall govern the project.

Work Authorized

A building, electrical, gas, mechanical or plumbing permit shall carry with it the right to construct or install the work, provided the same are shown on the drawings and set forth in the specifications filed with the application for permit.

Work not shown on the drawings and covered by the specifications submitted with an application for permit, shall require a separate permit.

See FBC 104.3.1.1 for minimum plan review criteria for buildings. The Chief Building Official may require additional documents and information be provided.

Before the Chief Building Official issues a permit, the plans and specifications will have to be approved for Permit by the BCC. All mandatories will have to be corrected on the documents and specifications before they are approved. Approved plans shall be stamped "Reviewed for Code Compliance" by the BCC.

Once obtained, the contractor shall post the permit at the job site on a weather protected posting board until all final sign-offs are obtained.

Protective Termite Treatment Certificate

Duplicate Termite Treatment Certificates shall also be posted on a weather protected posting board at the job site, as each required protective treatment is completed. One copy shall be provided to the person that was issued the permit and another copy for the building permit files. See FBC 104.2.6

At project's end, a permanent sign which identifies the termite treatment provider and need for re-inspection and treatment contract renewal shall be provided. The sign shall be posted near the water heater or electric panel.

New Fire Safety Inspector's Approval

In addition to all the reviews performed now by the BCC's a new review by a certified fire safety inspector, (contracted or employed by the BCC) will be performed at the Phase III submittal and approval will be required before the Building Code Consultant (BCC) and the Chief Building Official can approve the plans for permit.

Time Limitations

An application for permit shall be deemed to have been abandoned six (6) months after the date of filing for the permit (date on application), unless before then, the permit has been issued.

One or more extensions of time, for periods of not more than ninety (90) days each, may be allowed by the Building Official upon request by the Chief Facilities Officer of Facilities Planning and Construction or Chief Facilities Officer, Maintenance Operations, or their designee, provided the extension is requested in writing and justifiable cause is demonstrated.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. A new permit will be required in such a case.

Work on an issued permit shall be considered to be in "active progress" when the permit has received an approved inspection within 180 days.

Exceptions to Permits

Permits shall not be required for the following mechanical work:

1. Any portable heating appliance;
2. Any portable ventilation equipment;
3. Any portable cooling unit;

4. Any steam hot or chilled water piping within any heating or cooling equipment regulated by the code;
5. Replacement of any part which does not alter its approval or make it unsafe;
6. Any portable evaporative cooler;
7. Any self-contained refrigeration system containing 10 lbs (4.54kg) or less of refrigerant and activated by motors of one horsepower. (746 W) or less.
8. The installation, replacement, removal or metering of any load management control device.

Also note that Maintenance and Repair, Minor Renovation and Emergency Projects done by the Maintenance Department under \$200,000.00 will be allowed to be performed under an "Annual Maintenance Permit" issued by the Chief Building Official and will not be required to obtain an individual permit. Please See the General Administrative Procedures for Maintenance below.

Temporary Structures Permit

A special permit for a limited time shall be obtained before erection of temporary structures such as construction sheds, trailers, seats, canopies, tents and fences used in construction work or for temporary purposes, such as reviewing stands. Such structures shall be completely removed upon expiration of the time limit in the permit.

B. Bid Phase

Addenda

All addenda shall be submitted by the PM through Document Control for review and approval by BCC and the Chief Building Official, before a permit is issued.

C. Construction Phase

General Inspection Requirements

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

See FBC 105.6 for the minimum required inspections. The Chief Building Official may require additional inspections.

No work shall be covered until it has been previously inspected and passed.

No inspection shall be made unless the Building Permit is displayed. The Inspection Log shall also be available to the inspectors at all times.

No inspection shall be made unless reviewed and stamped plans are available to the inspectors on the Job site.

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

Any and all changes or deviations from the approved documents shall be brought to the attention of the appropriate inspector in the field before it is covered up.

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
- Test & Balance (HVAC)
- 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 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 the 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 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.

Note

In as much as it is practicable and in order to avoid confusion, these new procedures shall be followed by ALL projects after March 1st, 2002 regardless of when the phase III approval was obtained. Obviously, for projects submitted (phase III) before the above date, the code followed shall remain the code in effect when the architect or DCP was commissioned.

GENERAL ADMINISTRATIVE PROCEDURES FOR MAINTENANCE

A. Annual Maintenance Permit

The Chief Building Official for the District may issue an Annual Maintenance Permit (AMP) for each facility serviced by the Maintenance Department.

The Maintenance Department will be required to apply for an AMP on a form provided by the Building Department. Each Maintenance Satellite shall fill out an application for each location that they service and forward it to the Building Department. The application shall contain a general description of the work planned to be performed during the year at each facility. The Chief Building Official shall be notified of any major changes to the scope of work.

Once approved, the Building Department shall issue the AMP card to the applicant. It shall be posted and protected at the site. A copy of the permit shall also be kept in the principal's or Chief Administrator's office and at the Maintenance Satellite office. The AMP shall be valid for one (1) year.

The AMP will allow the Maintenance Department to perform routine, maintenance and repair, emergency services and minor renovation projects under \$200,000.00 without applying for a formal permit for each project.

A detailed record of all projects performed under the AMP shall be kept by the Maintenance Department and shall be made available to the Chief Building Official upon request.

At the end of the one (1) year period, the records shall be filed with the Chief Building Official organized by facility or AMP issued.

If a pattern of code violations or intentional deceit is found to exist in a facility issued an AMP, the Chief Building Official may revoke the permit or withhold the issuance of future AMP's.

Please note that the Chief Building Official reserves the right to enter or cause to enter and inspect any facility as deemed necessary.