BUILDING CODE ADMINISTRATION PROGRAM POLICIES AND PROCEDURES MANUAL

Revised—March 1, 2018
Facilities & Safety Services

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INTRODUCTION

PREFACE

The information contained in this Administration Manual, Building Code & Fire Safety reflects the knowledge and experience of the design and construction professionals of the Florida Polytechnic University (FPU), and is a tribute to their efforts.

This information is comprehensive but is not perfect for all situations at all times. Users are reminded that this is intended to be used for plans review, permit and construction only, as the title suggests.

Since it is intended to be used for plans review, permit and construction, it may, but should not necessarily be followed precisely, as project requirements vary, nor especially should it be dismissed without careful consideration. Part of the careful consideration should be the assurance that it will help the user to think, and in so doing will help to keep the needs of the Project in focus.

To be most useful, it must be kept current, and must always be kept open to improvement. Your constructive criticism is invited.

If you discover something is missing or discover a better way to do something described in the manual, share it with us and we will share it with the other users.

PURPOSE

The further purpose of this Manual is to establish and implement the administration and enforcement of the Florida Building Code at Florida Polytechnic University (FPU) in accordance with state law and the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

This Manual provides instruction regarding building code compliance with relation to plans review, permit and inspection. It is not intended to provide a synopsis of the code requirements.

AUTHORITY

Section 1013.37, Florida Statues (FS) requires the Florida Polytechnic University, University Board of Trustees to ensure that facilities comply with building code, fire code and life safety codes.

Section 553.73, 553.79 and 553.80, F.S. details this issue by requiring compliance with the Florida Building Code, Florida Fire Prevention Code and Life Safety Code. Further, Section 553.80(6)(a) and (b), F.S. allows University Boards the option to administer and enforce code provisions or utilize the services of the local building department as in our case the City of Lakeland and Polk County.

POLICY

Pursuit to Florida Statutes, the Florida Polytechnic University (FPU) will provide the administration and enforcement of the Florida Building Code, Florida Fire Prevention Code and Life Safety Code internally. Therefore, all University administration and facility management staff must understand their roles and responsibilities to ensure proper building code compliance.

Simply stated, all new construction, renovations, remodeling, day labor and maintenance projects performed at the University shall comply with the Florida Building Code and all other applicable codes.

INTRODUCTION

This policy requires that all University entities performing new construction, renovation, remodeling and maintenance will comply with the following:

- Submit construction documents (drawings and/or project manuals) for plans review and,
- Request and obtain the required permit prior to any such work to bedone and,
- Ensure proper inspections during the construction process and,
- Certify completion prior to occupancy.

Refer to Section 6 Appendices; Appendix F, F-1 References.

HOW TO USE THIS MANUAL

Included in the Manual are various written components, which form the basis of documentation needed from consultants and contractors for the Florida Polytechnic University (FPU) projects, the deliverables expected with their attendant procedures, the technical standards to be followed by the University and the Consultants to achieve consistent, finished and complete documentation, and when applicable, the services expected from the Consultant during bidding, construction, and project close-out.
The examples included are suggestions for a consistent approach in reviewing the documentation with relation, to the applicable codes. All examples should be carefully reviewed and adapted as required to best suit the needs of the project being considered.

The Manual is divided into six (6) general parts (sections) as shown in the Table of Contents and as follows:

Section 1 – Plans Review
Section 2 – Permits
Section 3 – Annual Facility Permit
Section 4 – Construction
Section 5 – Delivery / Job Order Construction
Section 6 - Appendices

MANUAL UPDATING PROCEDURES

It is intended that the Administration Manual, Building Code & Fire Safety; hereafter, called the “Manual”, be amended and updated periodically or every three (3) years to satisfy the needs of Florida Polytechnic University and the end users. This three year period would also coincide with the FBC Code update cycle.

<u>Amendment Proposals</u>

There are no restrictions on who may propose an amendment.

In order to propose an amendment to the Manual, it will be necessary to describe the type of amendment which is being proposed, and whether it is a modification to an existing entry, or the addition of an entirely new entry.

Send all amendment proposals to Florida Polytechnic University, Facilities and Safety Services, attention: Building Code Administrator. Each proposed amendment will be followed-up individually with the proposer if there are questions.

<u>Amendment Proposal Submittals</u>

Please photocopy the specific section in need of change, and enter all changes in red ink. Please make sure all revisions are legible and clearly understood as to their intent.

It is requested that the submitted amendment proposal include the name, location and telephone number of the proposer, and date.

INTRODUCTION

Amendments and updates will be published on an as needed basis, and will be distributed to the University website: www.floridapolytechnic.org/campus-development-and-facilities/building-permits.(TBD)

MANUAL UPDATE HISTORY

Original Date of Issue: 02.01.2017
Revision 1:
Revision 2:
Revision 3:

Thank you,

John Trecastelli
Building Code Administrator/ EH&S Safety Officer

End of Introduction

DEFINITIONS

DEFINITIONS

A/E. Architect / Engineer.

AHJ. See Authority Having Jurisdiction.

ACCESSIBLE. A site, building, facility, or portion thereof that complies with Chapter 11, FBC-Building. Section 11-3.5, FBC-Building.

ACCESSIBLE MEANS OF EGRESS. A continuous and unobstructed way of egress travel from any accessible point in a building or facility to a public way. Section 1002, FBC-Building.

ACCESSIBLE ROUTE. A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps and lifts. Section 11-3.5, FBC-Building.

APPROVED. Acceptable to the code official or authority having jurisdiction. Section 202, FBC-Building.

ARCHITECT. A Florida-registered architect. Section 202, FBC-Building.

AUTHORITY HAVING JURISDICTION (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approved equipment, materials, an installation, or a procedure. NFPA Standard 1, Fire Code.

BUILDING. Any structure used or intended for supporting or sheltering any use or occupancy. Section 202, FBC-Building.

BUILDING CODE ADMINISTRATOR. The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. See Building Official.

BUILDING OFFICIAL. The officer or other designated authority charged with the administration and enforcement of this building code, or a duly authorized representative. Section 202, FBC-Building. Interchangeable with Building Code Administrator.

BUILDING PERMIT. An official document or certificate authorizing construction issued by the building official in accordance with Section 105 of the Florida Building Code. SREF, 1.2.

CERTIFICATE OF OCCUPANCY. Document issued by the authority having jurisdiction that indicates inspection and approval of completion of a construction project pursuant to the requirements of the Florida law.

UNIVERSITY. Florida Polytechnic University.

CONDITIONAL. An on-site review of a facility or site, which complies to the applicable codes with minimal and reasonable adjustments, to the work category being inspected, at that time. This is a judgment decision by the inspector as to allow work in this category to continue as scheduled.

CONSTRUCTION DOCUMENTS. Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit. Section 202, FBC-Building.

DELIVERABLE. Documents, which are required for permit issuance. See Plans and Submittal.

DELIVERY / JOB ORDER CONSTRUCTION. An annual continuing contract with a qualified construction contractor to provide ongoing construction services (and limited as built design services) for numerous smaller projects. This process provides a "Rapid" response with smaller construction projects.

DEFINITIONS

DRAWING SIZE. Documents shall be submitted on sheet size twenty-four (24) inch by thirty-six (36) inches (24 x 36 inches / 609.6 x 914.4 mm) or US Architectural Drawing Size: ARCH D SIZE.

EMERGENCY LIGHTING. Lighting designated to provide required illumination automatically in the event of any failure of the general lighting. SREF, 1.2.

ENGINEER. A Florida-registered professional engineer. Chapter 202, FBC-Building.

EXISTING STRUCTURE. A structure erected prior to the date of adoption of the appropriate code, or one for which a legal building has been issued. Section 202, FBC-Building.

EXIT. That portion of a means of egress that is separated from all other spaces of a building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge. NFPA Standard 101, Life Safety Code.

EXIT ACCESS. That portion of a means of egress that leads to an exit. NFPA Standard 101, Life Safety Code.

EXIT DISCHARGE. That portion of a means of egress between the termination of an exit and a public way. NFPA Standard 101, Life Safety Code.

FEEC. Florida Energy Efficiency Code for Building Construction; Chapter 13, FBC-Building. SREF, 1.2.

FAILED. Not acceptable to the code official or authority having jurisdiction. Corrections, in that category, are to be made and a request for re-inspection is mandatory.

FIRE CODE ADMINISTRATOR / PLANS EXAMINER. Reviews, approves, and enforces the provisions of the Florida Fire Prevention Code and applicable state and federal statutes, codes and standards adopted by the State of Florida pertaining to fire prevention and fire protection. Representative official(s) will be from the State Fire Marshal's Office.

FIRE LANE. A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus. Section 202, FBC-Building.

FIRE OFFICIAL. The officer or other designated authority charged with the administration and enforcement of the Florida Fire Prevention Code, latest adopted edition, or a duly authorized representative. Also see Fire Code Administrator / Plans Examiner.

FIRE SAFETY INSPECTOR. An individual that performs inspections, plans review duties, and resolves complex code related issues for compliance with fire safety and prevention laws, codes and regulations. Section 633.081, Florida Statute.

FIRE SEPARATION. Fire separation is achieved by a fire wall, building separation of sixty (60) linear feet, or the requirements of Table 602, FBC-Building. SREF, 1.2.

FIRE WATCH. The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

FLORIDA BUILDING CODE (FBC). The building code used for new construction, renovation, remodeling, day labor and maintenance of all public educational facilities.

FLORIDA FIRE PREVENTION CODE (FFPC). Codes adopted by the State Fire Marshal at three (3) year intervals as required by Chapter 633.0215, Florida Statues. This complex set of fire code provisions are enforced by the local fire official within each county, municipality, and special fire districts in the state.
Chapter 633.0215, Florida Statute.

DEFINITIONS

FLORIDA POLYTECHNIC UNIVERSITY (FPU). University.

INSPECTION. An on-site review of a facility or site as required by Chapter 1013, F.S., and by SREF.

INTERIOR FINISH. Materials permanently affixed to the interior building structure. SREF, 1.2.

LIGHT-FRAME CONSTRUCTION. A type of construction whose vertical and horizontal structural elements are primarily formed by a system of repetitive wood or light gage steel framing members.
Section 202, FBC-Building.

MAINTENANCE AND REPAIR. The upkeep of educational and ancillary plants including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass and hardware; repair or replacement of electrical and plumbing fixtures; repair of furniture and equipment; replacement of system equipment with equivalent items meeting current code requirements provided the equipment does not place a greater demand on utilities, structural requirements are not increased, and the equipment does not adversely affect the function of life safety systems; traffic control devices and signage; and repair or resurfacing of parking lots, roads, and walkways. Does not include new construction, remodeling, or renovation; except, as noted above. SREF, 1.2.

MAJOR PROJECT. Major projects involve construction of a new building, renovation or addition to an existing building or improvements to the physical environment of the campus; Construction threshold is OVER $2,000,000 in construction value.

MEANS OF EGRESS. A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three (3) separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. NFPA Standard 101, Life Safety Code

MINOR AND SMALL PROJECT. Minor projects are capital improvements costing over $35,000 and not more than $250,000 from all sources. This threshold is set by the State and is adjusted from time to time. The University definition of major and minor capital improvement projects in line with that of the State.

NEC. National Electrical Code also referred to as NFPA 70.

NFPA. National Fire Protection Association.

NEW CONSTRUCTION. Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction. For accounting purposes, a construction project is considered new through the fiscal year in which the project was completed and the first year thereafter. SREF, 1.2.

NOT READY. An on-site review of a facility or site, as requested by the holder of the building permit or their authorized agent, has been requested and scheduled for inspection; however, upon on-site arrival the work is not completed for the necessary inspection or review category as requested.

OCCUPANT LOAD. For life safety purposes, the maximum number of persons that are allowed to occupy a building or room at any one time. FBC and SREF, 1.2.

PARTIAL. An on-site requested inspection of a facility or site, which is part of a review category that cannot be completed with one (1) on-site inspection or review. Generally, this type inspection for a specific category is approved at permit issuance.

PASS. The action taken when an inspection category (building, electrical, mechanical, plumbing, gas, fire or life safety) is acceptable to the code official or authority having jurisdiction.

PERMIT. An official document or certificate issued by authority having jurisdiction which authorizes performance of a specified activity. Section 202, FBC-Building.

DEFINITIONS

PLANS. All construction drawings and specifications for any structure necessary for the building official to review in order to determine whether a proposed structure, addition, or renovation will meet the requirements of the Florida Building code or other applicable codes. Section 202, FBC-Building. See Deliverable and Submittal.

PORTABLE FIRE EXTINGUISHER. A portable device, carried or on wheels and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire. NFPA Standard 10, Standard for Portable Fire Extinguishers.

REGISTERED DESIGN PROFESSIONAL. An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed. Section 202, FBC-Building.

RE-INSPECTION. The action taken when an inspection category is reviewed after the initial inspection or review has been performed and identified as not being acceptable to the code official or authority having jurisdiction. This inspection is mandatory after the initial inspection category is marked “FAILED”.

REMODELING. The changing of existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts the existing life safety systems and exiting of the building. SREF, 1.2.

RENOVATION. The rejuvenation or upgrade of existing facilities by installing or replacing materials and equipment. The use and occupancy stay the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building. SREF, 1.2.

REPAIR. Defective material or parts shall be replaced or repaired in such manner so as to preserve the original approval or listing. Section 301.11, FBC-Mechanical.

REPAIR AND MAINTENANCE. See Maintenance and Repair. SREF, 1.2.

SREF. State Requirements for Educational Facilities.

SHOP DRAWING. A drawing or set of drawings produced by a contractor, supplier, manufacturer, subcontractor, or fabricator. Shop drawings are typically required for prefabricated components and emphasis a particular product or installation. See Submittal.

STANDARD INSPECTOR. A person who performs inspections and is certified in one or more disciplines, either building, plumbing, electrical, mechanical or other specialty to inspect structures at different stages of completion. These inspections are done to assure compliance with codes, which are being enforced by this jurisdiction. In this case the Florida Building Code (FBC).

SUBMITTAL. Documents (drawings, sketches, etc.), manuals (specifications, booklets, pamphlets, etc.) or materials (manufacturer’s product literature, manufacturer’s technical data, manufacturer’s installation instructions, samples, etc.) provided for review, record, file or approval to a jurisdiction having authority.
See Deliverables, Plans and Shop Drawing.

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO). A document authorized by the building official before the completion of the entire work covered by the permit, provided that such portion shall be occupied safely. In order to obtain a Temporary Certificate of Occupancy, applicant must submit a request to the building official. a “TCO” shall be issued for 30 days. A request for a TCO of longer duration may be requested for consideration on a case-by-case basis. The BCO may require special provisions in conjunction with a TCO to ensure life safety

DEFINITIONS

WALL, LOAD BEARING. Any wall meeting either of the following classifications:

1. Any metal or wood stud wall that supports more than one hundred (100) pounds per lineal foot (1459 N/m) or vertical load in addition to its own weight. Section 202, FBC-Building.
2. Any masonry or concrete wall that supports more than two hundred (200) pounds per lineal foot (2919 N/m) of vertical load in addition to its own weight. Section 202, FBC-Building.

WALL, NON-LOAD BEARING. Any wall that is not a load-bearing wall. Section 202, FBC-Building. End of Definitions

End of Definitions

SECTION 1 – PLANS REVIEW (DESIGN PROFESSIONALS)

SECTION 1.1 - INTRODUCTION

Facilities & Safety Services represents Florida Polytechnic University (FPU) as its Building Code enforcement agency. As the regulatory arm of the University, Facilities & Safety Services reviews plans, addendums, revisions, selected submittals; as well as, issues building permits and certificates of occupancy.

As such, Facilities & Safety Services is responsible for the minimum plans review criteria of all construction documents and accompanying data. Construction documents and/or accompanying data with descriptive transmittal should be sent to:

- John Trecastelli, Building Code Administrator
  Florida Polytechnic University
  Facilities & Safety Services
  4700 Research Way
  Lakeland, Florida 33805
  ehsrequests@floridapoly.edu

SECTION 1.2 - PLANS ROUTING

Construction documents (100%) and accompanying data, as submitted, shall be marked as to level of the design and electronically date stamped as being received. A plans review routing sheet shall be attached. Plans review, relating to code compliance, will be routed to each of the following disciplines:

- Building
- Electrical
- Plumbing
- Mechanical
- Gas
- Fire Protection Systems
- Life Safety

Refer to Section 6 Appendices; Appendix A, A-3 Plans Review Routing Sheet.

SECTION 1.3 - PRELIMINARY REVIEWS

As an aid to review, on large construction projects, Facilities & Safety Services conducts reviews prior to final construction documents (100%). The prior review service is not mandatory, but Design Professionals are encouraged to take advantage of this service to ensure that the competed documents and accompanying data can be reviewed and processed quickly. Plans review prior to 100% completed construction documents also provides the design professional the opportunity to make corrections to the plans early in the project when the project drawings are not as highly developed and easier to make code related changes. All documents to be submitted electronically and printed.

No fee is charged to the design professional for this service and the percent (%) of completion of the documents is flexible.

SECTION 1.4 – CONCEPTUAL AND ADVANCED SCHEMATIC DESIGN DOCUMENTS (15%) OPTIONAL

Construction documents may be sent to Facilities & Safety Services for preliminary code analysis and review at this level of the Design phase process. One (1) set complete, of Schematic Design drawings (size 24” x 36”) with transmittal may be sent as directed above.

SECTION 1 – PLANS REVIEW (DESIGN PROFESSIONALS)

Generally; at this level, plan review will be performed in the Building, Fire and Life Safety categories. Comments are formatted in a letter by the Building Code Administrator, or duly authorized representative and sent directly to the Design Professional and/or the University Project Manager, unless otherwise directed by the University.

Note: A/E response is not necessary at this level of plans review.

SECTION 1.5 - DESIGN DEVELOPMENT DOCUMENTS (100%) MANDATORY

Construction documents and accompanying data may be sent to Facilities & Safety Services for a secondary review at this Design Development phase. One (1) set complete, of the Design Development Drawings (24" x 36") with transmittal may be sent as directed above.

Signed and sealed drawings, for this plans review level are not required.

At this level of the design process; plans review will be performed in all categories including Building, Electrical, Plumbing, Mechanical, Fire and Life Safety. Plan review comments will be sent by the Building Code Administrator, or duly authorized representative, electronically, to the Design Professional and/or the University Project Manager, unless otherwise directed by the University.

Note: During this plan review process; it would be helpful, if the Design Professional included a response to the Building and Fire Safety review comments from the previous review letter.

Refer to Section 6 Appendices; Appendix A, A-5 Instructions and A-6 Plans Review Comments.

SECTION 1.6 – CONSTRUCTION DOCUMENTS (60% - 90%) MANDATORY

Construction documents and accompanying data shall be sent to Facilities & Safety Services for a final review at this Design phase. One (1) set complete, of the Design Drawings (24" x 36") with transmittal shall be sent as directed above. One (1) additional set complete, may be required depending on the type of reviews required for an individual project.

Signed and sealed drawings, for this plans review level are not required.

This plans review is essentially the same as the Design Development review, but it involves a greater level of review. Plan review categories will still include; but, not limited to: Building, Electrical, Plumbing, Mechanical, Fire and Life Safety. Plans review comments will be sent by the Building Code Administrator, or duly authorized representative, electronically, to the Design Professional and/or the University Project Manager, unless otherwise directed by the University.

Note: Plans review at this level will not take place unless the University plans review comments sheet(s) are returned with A/E responses answered, complete. Facilities & Safety Services requires that these to be returned electronically.

Refer to Section 6 Appendices; Appendix A, A-5 Instructions and A-6 Plans Review Comments.

SECTION 1.7 - FINAL CONSTRUCTION DOCUMENTS (100%) PHASE III MANDATORY

Construction documents and accompanying data shall be sent to Facilities & Safety Services for a final review and review of outstanding responses at this Final Construction phase. This phase shall be for the issuance of a Building Permit and the number of submittals required is as follows:

- Two (2) sets complete, of the Construction Drawings (24" x 36") with transmittal shall be sent as directed above.
- Three (3) sets complete, may be required depending on the type of reviews required for an individual project.

- Two (2) sets complete, additional, shall be required for plans review by the State Fire Marshal's Office.

Signed and sealed drawings, for this plans review level, are required.

This plans review is essentially the same as the Design review. The primary function of this review is to determine if all A/E responses to the previous plan review comments are satisfied in all plan review categories. Plans review comment sheets; indicating, all comments, satisfied will be attached to the Construction Documents issued with the building permit.

Upon request, plan review comments sheets; indicating, all comments, satisfied maybe sent by the Building Code Administrator, or duly authorized representative, electronically, to the Design Professional and/or the University Project Manager, unless otherwise directed.

Note: Plans review at this level will not take place unless University plans review comments sheet(s) are returned with A/E responses answered, complete. Facilities & Safety Services requires that these are to be returned electronically.

Design professionals are encouraged to start the plans review process at the Construction Document (60% - 90%) level as not to delay building permit issuance. Plans review starting at this final construction phase may take a minimum of thirty (30) days.

Refer to Section 2 Permits; 2-2 Building Permit Deliverables.

SECTION 1.8 - MINIMUM PLAN REVIEW CRITERIA FOR BUILDINGS

The examination of the documents by the building official shall include the following minimum criteria and documents: floor plan; site plan; foundation plan; floor/roof framing plan or truss layout; and all exterior elevations:

Commercial Buildings: Building

1. *Site requirements*
   Parking, fire access, vehicle loading, driving/turning radius, fire hydrant/water supply/post indicator valve (PIV), setback/separation (assumed property lines), location of septic tanks, water lines and sewer lines
2. *Occupancy group and special occupancy requirements shall be determined.*
3. *Minimum type of construction shall be determined (see table 503).*
4. *Fire resistant construction requirements shall include:*
   Fire-resistant separations, fire resistant protection for type of construction, protection of openings and penetrations of rated walls. Fire blocking and draft-stopping and calculated fire resistance
5. *Fire suppression systems shall include:*
   Early warning smoke evacuation systems, schematic fire sprinklers, standpipes, pre-engineered systems, riser diagram, hydraulic calculations, same as above
6. *Life safety systems shall be determined and shall include the following requirements:*
   Occupant load/egress requirements, early warning, smoke control, stair pressurization, systems schematic
7. *Occupancy load/egress requirements shall include:*
   Occupancy load, gross, net, means of egress, exit egress, exit, exit discharge, stairs construction/geometry and protection, doors, emergency lighting and exit signs, specific occupancy requirements, construction requirements, horizontal exits/exit passageways
8. *Structural requirements shall include:*
   Soil conditions/analysis, termite protection, design loads, wind requirements, building envelope, structural calculations (if required), foundation, wall systems, floor systems, roof systems, threshold inspection plan, stair systems
9. *Materials shall be reviewed and shall at a minimum include the following:*
   Wood, steel, aluminum, concrete, plastic, glass, masonry, gypsum board and plaster, insulating (mechanical), roofing, insulation
10. *Accessibility requirements shall include the following:*
    Site requirements, accessibility route, vertical accessibility, toilet and bathing facilities, drinking fountains, equipment, specialty occupancy requirements, signage, fair housing requirements

11. *Interior requirements shall include the following:*
    Interior finishes (flame spread/smoke development), light and ventilation, sanitation
12. *Special systems:*
    Elevators, escalators and lifts
13. *Swimming pools:*
    Barrier requirements, pools, spas and wading pools

Electrical

1. *Electrical: Wiring, services, feeders and branch circuits, overcurrent protection, grounding, wiring methods and materials, GFICs*
2. *Equipment*
3. *Special occupancies*
4. *Emergency systems, communicationsystems*
5. *Low voltage*
6. *Load calculations*

Plumbing

1. *Minimum plumbing fixtures, fixture requirements, water heaters*
2. *Water supply piping, back flow prevention, sanitary drainage, vents, roof drainage*
3. *Irrigation*
4. *Location of water supply line, back flow prevention, environmental requirements, grease traps, plumbing riser diagram /shutoffs*

Mechanical

1. *Energy calculations*
2. *Exhaust systems: Clothes dryer exhaust, specialty exhaust systems, kitchen equipment*
3. *Equipment, equipment location, roof-mounted equipment, make-up air, duct systems, ventilation, bathroom ventilation*
4. *Combustion air, chimneys, fireplaces and vents*
5. *Appliances, boilers, refrigeration, laboratory equipment*

Gas

1. *Gas piping, venting*
2. *Combustion air, chimneys andvents*
3. *Appliances, fireplaces*
4. *Type of gas, LP tank location, riser diagram /shutoffs*

Demolition

1. *Asbestos removal*

Exemptions

Plans examination by the building official shall not be required for the following work:

1. *Replacing existing equipment such as mechanical units, waterheaters, etc.*
2. *Reroofs (not including roof decking)*
3. *Minor electrical, plumbing and mechanical repairs*
4. *Annual Maintenance Permits*
5. *Prototype plans*
   Except for local site adaptions, siding, foundations and/or modifications Except for structures that require waivers
6. *Manufactured buildings plan except for foundations and modifications of buildings on site Reference: Florida Building Code - Building;106.3.5*

Note: The above items, as listed, are related to plans examining or review only. Specific inspections, submittals or additional information may still be required for construction.

SECTION 1.9 - ADDENDUMS

Construction documents and accompanying data, during the bidding process, may require revisions or clarifications. All revised documents shall be submitted to Facilities & Safety Services for review prior to issuance. Facilities & Safety Services shall be informed of addenda during the plans review phases to ensure changes are code compliant.

SECTION 1.10 - SUBMITTALS / SHOP DRAWINGS

Additional submittals may be required for review by the Facilities & Safety Services as a requirement of permit issuance. Upon the contractor submitting the Schedule of Submittals at the time of the Preconstruction Meeting; a copy shall be provided to the Building Code Administrator for review of any items, which may require review prior to installation. Submittals shall be received within thirty (30) days.
Submittals identified shall be indicated as being reviewed by the Contractor and the Consultant of Record, before submittal to Facilities & Safety Services.

Items, which may be required for review; but not limited to:

- Structural Steel
- Steel Joists
- Steel Roof Deck shop drawingsand/or
- Truss Design drawings,
- Roof System Componentsand/or
- Exterior Window and Door shop drawings and/or
- Awnings
- Pre-engineered MetalBuildings
- Elevators
- Wheel Chair Lifts
- Fire Sprinklers System

Refer to Section 4 Construction; 4-4 Preconstruction Meeting and 4-5 Submittal Drawings.

Fire Protection System Shop Drawings

Fire protection system shop drawings, signed and sealed, shall be submitted, and are required to be reviewed and approved, prior to installation, by the representative official from the State Fire Marshal's Office.

Note: Fire protection system shop drawings may require a lead time for submittal, review and approval, and shall be agreed upon by a representative official from the State Fire Marshal's Office.

Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of installation. Shop drawings shall contain all information as required by the referenced installation standards in Florida Building Code; Chapter 9.
Reference: Florida Building Code - Building; 106.1.1.1

End of Section 1, Plans Review

SECTION 2 – PERMITS (DESIGN PROFESSIONALS/CONTRACTORS)

SECTION 2.1 - INTRODUCTION

Facilities & Safety Services represents Florida Polytechnic University (FPU) as its Building Code enforcement agency. As the regulatory arm of the University; Facilities & Safety Services issues building permits, certificates of occupancy, temporary occupancy and certificates of completion.

The types of permits as issued by this office; but not limited to, are as follows:

- Building
- Electrical
- Fire (issued separately by the Fire Official)
- Mechanical
- Mobile / Portables
- Plumbing
- Roofing
- Signage
- Site / Tree

As such; Facilities & Safety Services, is responsible for the minimum plans review criteria of all construction documents and accompanying data for issuance of permits. Construction documents and/or accompanying data should be sent to:

John Trecastelli, Building Code Administrator
Florida Polytechnic University
Facilities & Safety Services
4700 Research Way
Lakeland, Florida 33805
ehsrequests@floridapoly.edu

SECTION 2.2 - BUILDING PERMIT DELIVERABLES

Prior to obtaining a Building Permit for the Florida Polytechnic University projects from the University's Facilities & Safety Services, submittals must be made in accord with the requirements of the Department:

- Building Permit Application.
- Two (2) sets of Energy Calculations signed by the Design Professional of Record.
- Two (2) sets of Structural Calculations signed by the Engineer of Record.
- Two (2) sets of Specifications signed and sealed by all disciplines.

  NOTE: It is only necessary to have design team sign and seal the Table of Contents pages.

- Two (2) sets complete, of Drawings signed and sealed by all disciplines.
- Two (2) sets complete, of Fire Protection System and/or Fire Alarm System shop drawings and wiring diagrams from the Contractor after the Contract is signed.
- Threshold inspection plan prepared by the Structural Engineer of Record for implementation by the threshold inspector. This applies to structures which qualify as threshold buildings.
- Three (3) sets complete, of signed and sealed Kitchen (food service) Drawings submitted to the Department of Health.

  NOTE: Sign-off approval by Environmental Planning is required before any permits can be issued. Except as otherwise agreed upon, all Permit Fees will be charged as per Fee Schedule, Appendix G.

SECTION 2 – PERMITS (DESIGN PROFESSIONALS/CONTRACTORS)

SECTION 2.3 - APPLICABLE CODES

As a matter of record, construction documents shall comply with the latest adopted edition of the following codes, as applicable:

- Florida Building Code - Building.
- Florida Building Code -Plumbing.
- Florida Building Code -Mechanical.
- Florida Building Code - Fuel Gas.
- Florida Fire Prevention Code.
- Energy. Chapter 11 of the Florida Building Code -Building.
- Accessibility. Chapter 13 of the Florida Building Code -Building.
- National Electric Code (NEC).
- Florida Department of Education, State Requirements for Educational Facilities (SREF).
- Accessibility by Handicapped Persons – FS 553; Part II.
- Thermal Efficiency Standards – FS 553, Part V.
- Energy Conservation Standards – FS 553, part VI.
- Standards for Radon-Resistant Buildings – FS 553, Part VII.
- Building Energy-Efficient Rating System – FS 553, Part VIII.
- Food Service – Florida Administrative Code, Chapter 64E-11.
- Elevator Accessibility Requirements for the Physically Handicapped – FS 399.035.
- OSHA General Industry Standards – 29 CFR 1910.
- OSHA Construction Industry Standards – 29 CFR 1926.
- Safety Code for Elevators and Escalators – ANSI A17.1
- State of Florida Agencies use the following:
- Department of Health – Chapter 64E-11FAC.
- Ventilation for Acceptable Indoor Air Quality – ASHRAE Standard 62- latest edition.

The Florida Department of Environmental Regulation must approve those developments which involve dredge and fill permits, and similar construction which require pollution control measures. Please refer to Florida Statutes (FS), Chapters 253, 298, 373, and 403.

- Compliance shall be with the Comprehensive Plan of Florida Polytechnic University. Copies are available upon request from the University.
- All overhead appended and suspended objects in student and employee areas shall be equipped with redundant support to some stable part of the building structure.
- Redundancy of support shall be defined as containing a minimum of two (2) independent means of support, and will probably be configured as follows:
    - When the design includes one (1) primary support, there shall be a secondary support capable of retaining and supporting the object if the primary should fail.
    - When the design includes several equal supports, the system shall be capable of supporting the object with the loss of one (1) of the supports.
    - When the design is for a complex object which consists of many parts, there shall be redundancy of support for each of the items that make-up the whole object.
- Note: verify all information which may vary for individual projects.

SECTION 2 – PERMITS (DESIGN PROFESSIONALS/CONTRACTORS)

SECTION 2.4 - FIRE PROTECTION SYSTEMS / HOT WORK PERMIT

In addition to the permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the representative official from the State Fire Marshal's Office. Hot work permits shall be issued by BCO.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 2.5 - FOOD PERMIT

As per Section 500.12, Florida Statutes, a food permit from the Department of Agriculture and Consumer Services is required of any person who operates a food establishment or retail store.
Reference: Florida Building Code - Building; 105.1.3

SECTION 2.6 - WORK EXEMPT FROM PERMIT

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the Florida Building Code. Permits shall not be required for the following:

Gas:

1. *Portable heating appliance.*
2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*

Mechanical:

1. *Portable heating appliance.*
2. *Portable ventilation.*
3. *Portable cooling unit.*
4. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
5. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
6. *Portable evaporative cooler.*
7. *Self-contained refrigeration system containing 10 pounds (4.54 kg) of less of refrigerant and actuated by motors of 1 horsepower (746W) or less.*
8. *The installation, replacement, removal or metering of any load management control device.*

Plumbing:

1. *The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain, pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered new work and a permit shall be obtained and inspection made as provided in this code.*
2. *The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and removal and reinstallation of water closets, provided such repairs do not involve or require replacement or rearrangement of valves, pipes or fixtures.*
   Reference: Florida Building Code - Building; 105.2

SECTION 2.7 - CERTIFICATES OF OCCUPANCY AND COMPLETION

Certificate of Occupancy

Prior to obtaining a Certificate of Occupancy from Florida Polytechnic University, the following actions shall have been satisfactorily completed and the listed submittals made to Florida Polytechnic University:

- Final inspection by an inspector from each discipline.
- One (1) copy of the final Project Manual (Specifications) with all Bulletins, and the Table of Contents signed and sealed by all disciplines.
- One (1) complete set of Drawings with all Bulletin information incorporated, and signed and sealed by all disciplines.
- For Threshold Buildings, a letter of compliance from the Special (Threshold) Inspector.
- See Section 6 Appendices; Appendix C, C-6 Checklist for Certificate of Occupancy for more information.

Temporary Occupancy

The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by permit, provided that such portion or portions shall be occupied safety. The building official shall set a time period during which the temporary certificate of occupancy is valid.
Reference: Florida Building Code - Building; 110.3

Certificate of Completion

A Certificate of Completion is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy a building, such as shell building, prior to the issuance of a Certificate of Occupancy.
Reference: Florida Building Code - Building; 110.4

Note: As each construction project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the building code administrator, or duly authorized representative.

End of Section 2, Permits

SECTION 3 – ANNUAL FACILITY PERMIT (MAINTENANCE/CONTRACTORS)

SECTION 3.1 - INTRODUCTION

Facilities & Safety Services represents Florida Polytechnic University (FPU) as its Building Code enforcement agency. As the regulatory arm of the University; Facilities & Safety Services issues annual facility permits. This permit is intended for small projects and general maintenance covered under the building codes.

As such; Facilities & Safety Services, is responsible for the minimum plans review criteria of all construction documents and accompanying data.

Note: A project covered under this permit may still require a plans review. If so follow the procedures as identified in Section 1 Plans Review; Section 1-7 Final Construction Documents (100%) – Phase III; however, a permit application will not be required.

To determine if plans review is required, please contact:

John Trecastelli, Building Code Administrator
Florida Polytechnic University
Facilities & Safety Services
4700 Research Way
Lakeland, Florida 33805
ehsrequests@floridapoly.edu

Except as otherwise agreed upon, all Plan Check Fees will be at no charge.

SECTION 3.2 - ANNUAL MAINTENANCE PERMIT

In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building code official is authorized to issue an annual permit for occupancy to facilitate routine or emergency service, repair, and refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The building code official shall be notified of major changes and shall retain the right to make inspections at the facility as deemed necessary.

An annual maintenance permit shall be valid for one (1) year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.
Reference: Florida Building Code – Building; 105.1.1

All such projects require inspections and it is the contractor's obligation to request all of the required inspections.
Refer to Section 3-8 Inspection Procedures, herein.

SECTION 3.3 - ANNUAL PERMIT RECORDS

The person to whom the annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building code official shall have access to such records at all times or such records shall be filed with the building code official as designated.
Reference: Florida Building Code – Building; 105.1.2

Each campus facilities maintenance department shall maintain a detailed facility alteration / inspection log for all alterations and inspections. The maintenance supervisor shall be responsible for the accuracy and updating of this log. The facility alteration/facility log shall be kept at the campus maintenance office and shall be open to inspection by the building official or duly authorized representative.

SECTION 3 – ANNUAL FACILITY PERMIT (MAINTENANCE/CONTRACTORS)

The building code administrator or duly authorized representative upon notice shall make the required inspection, and shall either release that portion of the construction or notify of any violations which must be corrected in order to comply with the technical codes. To release that portion of the construction, the building official or duly authorized representative shall sign the facility alteration / inspection log.

Note: No inspection shall be performed without the facility alteration / inspection log being available.

The building official or duly authorized representative shall review the facility alteration / inspection log on a monthly basis to ensure such records are being filed. Facility alteration records shall be retained for a period of not less than three (3) years.

The building official or duly authorized representative identifies a pattern of code violations at a particular campus or site, the annual facility permit may not be issued for the following year. An individual permit would then be required for each alteration.

SECTION 3.4 - FIRE PROTECTION SYSTEM / HOT WORK PERMIT

In addition to the annual facility permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the Building Code Administrator and/or with notification to the representative official from the State Fire Marshal's Office. Hot work permit by BCO.

Note: No scopes of work for fire protection systems or hot work are included in the annual facility permit as issued by the building code administrator.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 3.5 - WORK EXEMPT FROM PERMIT

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code. Permits shall not be required for the following:

Gas:

1. *Portable heating appliance.*
2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*

Mechanical:

1. *Portable heating appliance.*
2. *Portable ventilation.*
3. *Portable cooling unit.*
4. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
5. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
6. *Portable evaporative cooler.*
7. *Self-contained refrigeration system containing ten (10) pounds (4.54kg) of less of refrigerant and actuated by motors of one (1) horsepower (746W) or less.*
8. *The installation, replacement, removal or metering of any load management control device.*

SECTION 3 – ANNUAL FACILITY PERMIT (MAINTENANCE/CONTRACTORS)

Plumbing:

1. *The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain, pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered new work and a permit shall be obtained and inspection made as provided in this code.*
2. *The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and removal and reinstallation of water closets, provided such repairs do not involve or require replacement or rearrangement of valves, pipes or fixtures.*

Reference: Florida Building Code – Building; 105.2

SECTION 3.6 - EMERGENCY REPAIRS

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building code official.

Reference: Florida Building Code – Building; 105.2.1

SECTION 3.7 - MINOR REPAIRS

Ordinary minor repairs may be made with approval of the building code official without a permit, provided the repairs do not include cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; additionally, ordinary minor repairs shall not include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any provisions of the technical codes.

Reference: Florida Building Code – Building; 105.2.2

SECTION 3.8 - INSPECTION PROCEDURE

Requests for inspection shall be made during regular business hours of the day before an inspection is needed. Requests are to be electronically mailed to ehsrequests@floridapoly.edu and must be received prior to 4:00 PM. Please make sure that you provide the following information with your inspection request:

- Permit number
- Location (campus, building, room number(s), etc.)
- Type of inspection (refer to inspection checklist)
- Site supervisor
- Contact telephone number (i.e. cellular)

Partial inspections may be requested. Inspections will be made the next day if possible and inspection schedule is not in conflict. Contractually the inspection can be performed within forty-eight (48) hours. Same day inspections are not encouraged.

Note: An inspection request may be cancelled on the day an inspection is needed, provide it is received before 8:00 a.m. This action may alleviate a re-inspection fee.

SECTION 3 – ANNUAL FACILITY PERMIT (MAINTENANCE/CONTRACTORS)

Note: Life safety, fire suppression systems and fire alarm inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

SECTION 3.9 - INSPECTION FEE

Re-inspection fees are fees charged to meet the costs of sending Building Code Administrator and/or staff out for excessive re-inspections.

Building projects having a University building, electrical, mechanical or plumbing permit, and re-inspection fees may be charged for the following reasons:

1. When an inspection is requested by the contractor or agent issued the permit, and the work is not completed or not ready.
2. If, after initial inspection and notification of violation, a re-inspection has been requested, and it is found that corrections have not been made.
3. When the inspection is requested by the contractor or agent issued the permit, and there is no access to the premises or designated construction area.
4. When an inspection is requested by the contractor or agent issued the permit, and the building permit, or the approved current construction documents are not on the site of work.

Refer to Section 3 Annual Facilities Permit; 3-8 Inspection Procedures.

Re-inspection Fee Schedule:

The Florida Polytechnic University has the following fee schedule:

- The first chargeable re-inspection fee is $50.00.
- The subsequent re-inspection fee is $50.00.

There is no charge for the initial re-inspection or for the final inspection when all the work has been completed.

Payment of Re-inspection Fees:

Re-inspection fees are identified at the time the inspection is made. This fee shall be due prior to any additional inspections and shall be paid by the contractor, or agent issued the permit.

Method of payment: Check shall be made payable to the Florida Polytechnic University and shall be identified with building permit number.

SECTION 3.10 - REQUIRED INSPECTIONS

Building

1. *Foundation inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:*
   - *Stem-wall*
   - *Monolithic slab-on-grade*
   - *Piling / pile caps*
   - *Footings / grade beams*

2. *Framing inspection. To be made after the roof, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:*
    - *Window / door framing.*
    - *Vertical cells.*
    - *Lintel / tie beams.*
    - *Framing / trusses / bracing /connectors.*
    - *Draft stopping / fire blocking.*
    - *Curtain wall framing.*
    - *Energy insulation.*
    - *Accessibility.*
    - *Verify rough-opening dimensions are within tolerances.*

3. *Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:*
    - *Wall sheathing*
    - *Sheathing fasteners*
    - *Roof / wall dry-in*

4. *Roofing inspection. Shall at a minimum include the following building components:*
    - *Dry-in*
    - *Insulation (thermal)*
    - *Roof coverings*
    - *Flashing*

5. *Final inspection. To be made after the building is completed and ready for occupancy.*

6. *Swimming pool inspection. First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing concrete.*
   Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.

7. *Demolition inspections. First inspections to be made after all utility connections have been disconnected and secured in such a manner that no unsafe or unsanitary conditions shall exist during or after demolition operations. Final inspection to be made after all demolition work is completed.*

8. *Manufactured building inspections. The building department shall inspect construction of foundations; connecting building to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections may be required for public educational facilities (see Section 423.27.20).*

9. *Where impact-resistant coverings are installed to meet requirements of this code, the building official shall schedule adequate inspections of impact-resistant coverings to determine the following:*
    - *The system indicated on the plans was installed.*
    - *The system is stalled in accordance with the manufacturer's installation instructions and the product approval.*

Electrical

1. *Underground inspection. To be made after trenches or ditches are excavated, conduit or cable is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.*

Plumbing

1. *Underground inspection. To be made after trenches or ditches are excavated, piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.*
   Note: See Section 312 of the Florida Building Code, Plumbing for required tests.

Mechanical

1. *Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.*

Gas

1. *Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixture or gas appliance have been connected.*
2. *Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.*
3. *Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.*

Note: See Section 406 (IFGS) of the Florida Building Code, Fuel Gas for required tests.

Reference: Florida Building Code – Building; 109.3

Refer to Section 6 Appendices; Appendix C / C-4 Inspections.

Fire Protection Systems (Automatic Sprinkler Systems / Alternative Automatic Fire-Extinguishing Systems)

- To be made after the building is complete, all required life safety fixtures, including sprinklers, smoke detectors, pull stations, speakers, notification devices, etc., are in place and properly connected or protected, and the structure is ready for occupancy.

Note: Testing shall be in accordance with the Florida Fire Prevention Code and related Florida Adopted Standards.

Note: Fire suppression system and fire alarm inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

SECTION 3 – ANNUAL FACILITY PERMIT (MAINTENANCE/CONTRACTORS)

Life Safety

- To be made after the building is complete, all required life safety fixtures, including exit signage, emergency lighting, egress illumination, evacuation diagrams, etc., are in place and properly connected or protected, and the structure is ready for occupancy.

Note: Testing prior to acceptance.

Note: Life safety inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

Refer to Section 6 Appendices; Appendix C, C-4 Inspections.

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

End of Section 3, Annual Facility Permit

SECTION 4 – CONSTRUCTION (CONTRACTORS)

SECTION 4.1 - INTRODUCTION

Facilities & Safety Services represents the Florida Polytechnic University (FPU) as its Building Code enforcement agency. Also the University's EH&S Safety Officer performs the University's required life safety reviews and inspections. As the regulatory arm of Florida Polytechnic University, Facilities & Safety Services reviews plans, conducts inspections, issues building permits and certificates of occupancy.

Contractors shall apply for a building permit with Facilities & Safety Services. A copy of the contractor's licenses and insurances, both liability and workers compensation, shall accompany the application. Permit applications shall have an original signature of the qualifying license holder for the contracting company and the signature shall be notarized. If the license holder is unavailable for the original signature then the applicant may use a power of attorney from the license holder.

Reference: Florida Building Code - Building; 105.3.

Building Permit Application is to be completed with the appropriate insurances provided. Workers Compensation and Liability Insurance, made out to Florida Polytechnic University, must be provided.

Reference: Florida Building Code - Building; 105.3.5.

The contractor shall list all subcontractors with the application and provide a copy of the subcontractor's license and insurances. If the subcontractors are not known at the time of permit issuance, then as the information is available, it shall be relayed to Facilities & Safety Services. A fax is acceptable for the contractor's information.

SECTION 4.2 - PERMIT ISSUANCE

After the building permit application is completed and the information verified the Building Permit shall be issued. The contractor shall receive a Building Permit and Inspections placard with one (1) set of review stamped construction documents with accompanying data.

- Questions regarding the reviewed construction documents related to code issues shall be directed to: John Trecastelli, Building Code Administrator, ehsrequests@floridapoly.edu
- Questions regarding the contractual documents shall be directed to the assigned FPU Project Manager or designated other.

- *The building permit and inspection cards shall be posted on site and shall be kept secured from the elements. The permit or copy shall be kept on the site of the work until the completion of the project.*

  Reference: Florida Building Code – Building; 105.7

- *When the building official issues the permit, the construction documents shall be approved, in writing or by stamp as "Reviewed for Code Compliance". One (1) set of construction documents shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or duly authorized representative.*

  Reference: Florida Building Code – Building; 106.3.1

Refer to Section 6 Appendices; Appendix A, A-4 Plans Review Stamp

- Plan Review Comments sheet(s) will be attached to the construction documents and shall be open to inspection by the building official or duly authorized representative.

SECTION 4 – CONSTRUCTION (CONTRACTORS)

Note: In addition to the permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the Building Code Administrator and/or the representative official from the State Fire Marshal's Office.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 4.3 - AMENDED CONSTRUCTION DOCUMENTS

Construction documents and accompanying data, during the construction process, may require revisions. All revised documentation relating to the construction documents and accompanying data shall be submitted to Facilities & Safety Services for review prior to issuance.

Note: The contractor shall be informed that no field inspections will be performed with revised construction documents, which are not stamped with review signatures by the Facilities & Safety Services Department.

Work shall be installed in accordance with the approved construction documents, and any changes made during the construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Reference: Florida Building Code - Building; 106.4

SECTION 4.4 - PRECONSTRUCTION MEETING

Prior to start of work, the successful Contractor shall attend a preconstruction meeting to determine that no questions remain covering the intent of the construction documents or accompanying data. The Contractor shall outline his method of procedure and bring up for discussion and decision any questions concerning this project. The building code administrator, fire official and safety inspector shall be present at this meeting. The building code administrator shall determine the timing and sequencing of when inspections occur and what elements are inspected at each field inspection.

Upon review of the Schedule of Submittals, additional submittals or manufacturer's product data and samples may be required. Further; code issues, which have been left unresolved relating to the plan review comments shall be reviewed and a time frame for resolution shall be determined. Safety manual shall be provided by the contractor and submitted for review.

Refer to Section 1 Plans Review; 1-10 and Section 4 Construction; 4-5 Submittals / Shop Drawings.

SECTION 4.5 - SUBMITTALS / SHOP DRAWINGS

Additional submittals may be required for review by the Facilities & Safety Services as a requirement of building permit issuance. Upon the contractor submitting the Schedule of Submittals at the time of the Preconstruction Meeting; a copy shall be provided to the Building Code Official for review of any items, which may require review prior to installation. Submittals shall be received within thirty (30) days.
Submittals identified shall be indicated as being reviewed by the Contractor and the Consultant of Record, before submittal to Facilities & Safety Services.

Items, which may be required for review; but not limited to:

- Structural Steel
- Steel Joists and Steel Roof Deck shop drawings and/or
- Roof System Components

- Exterior Window and Door shop drawings
- Awnings
- Pre-engineered Metal Buildings
- Elevators
- Wheel Chair Lifts

Refer to Section 1 Plans Review; 1-10 Submittals / Shop Drawings

Fire protection system shop drawings are required to be reviewed. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of installation. Shop drawings shall contain all information as required by the referenced installation standards in Florida Building Code; Chapter 9.

Reference: Florida Building Code - Building; 106.1.1.1

Note: Fire protection system shop drawings may require a lead time for submittal, review and approval, and shall be agreed upon by the representative official from the State Fire Marshal's Office.

SECTION 4.6 - INSPECTION PROCEDURES

Requests for inspection shall be made during regular business hours of the day before an inspection is needed. Requests are to be emailed to ehsrequests@floridapoly.edu and must be received prior to 4:00 p.m. Please make sure that you provide the following information with your inspection request:

- Permit number
- Location (campus, building, room number(s), etc.)
- Type of inspection (refer to inspection checklist)
- Site supervisor
- Contact telephone number (i.e. cellular)

Partial inspections may be requested. Inspections will be made the next day if possible and inspection schedule is not in conflict. Contractually the inspection can be performed within forty-eight (48) hours. Same day inspections are not encouraged.

Note: An inspection request may be cancelled on the day an inspection is needed, provide it is received before 8:00 a.m. This action may alleviate a re-inspection fee.

Note: Fire suppression system, fire alarm and life safety inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

SECTION 4.7 - INSPECTION FEE

Re-inspection fees are fees charged to meet the costs of sending the Building Code Administrator and/or inspection staff out for excessive re-inspections.

Building projects having a building, electrical, mechanical or plumbing permit, and re-inspection fees may be charged for the following reasons:

1. When an inspection is requested by the contractor or agent issued the permit, and the work is not completed or not ready.

2. If, after initial inspection and notification of violation, a re-inspection has been requested, and it is found that corrections have not been made.
3. When the inspection is requested by the contractor or agent issued the permit, and there is no access to the premises or designated construction area.
4. When an inspection is requested by the contractor or agent issued the permit, and the building permit, or the approved current construction documents are not on the site of work.

Refer to Section 4 Construction; 4-6 Inspection Procedures.

Re-inspection Fee Schedule:

The Florida Polytechnic University has a fee schedule, as follows:

- The first chargeable re-inspection fee is $50.00.
- The subsequent re-inspection fee is $50.00.

There is no charge for the initial re-inspection or for the final inspection when all the work has been completed.

Payment of Re-inspection Fees:

Re-inspection fees are identified at the time the inspection is made. This fee shall be due prior to any additional inspections and shall be paid by the contractor, or agent issued the permit.

Method of payment: Check shall be made payable to the Florida Polytechnic University and shall be identified with building permit number.

SECTION 4.8 - REQUIRED INSPECTIONS

Building

1. *Foundation inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:*
    - *Stem-wall*
    - *Monolithic slab-on-grade*
    - *Piling / pile caps*
    - *Footings / grade beams*

2. *Framing inspection. To be made after the roof, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:*
    - *Window / door framing.*
    - *Vertical cells.*
    - *Lintel / tie beams.*
    - *Framing / trusses / bracing /connectors.*
    - *Draft stopping / fire blocking.*
    - *Curtain wall framing.*
    - *Energy insulation.*
    - *Accessibility.*
    - *Verify rough-opening dimensions are within tolerances.*

3. *Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:*
    - *Wall sheathing*
    - *Sheathing fasteners*
    - *Roof / wall dry-in*
4. *Roofing inspection. Shall at a minimum include the following building components:*
    - *Dry-in*
    - *Insulation (thermal)*
    - *Roof coverings*
    - *Flashing*
5. *Final inspection. To be made after the building is completed and ready for occupancy.*
6. *Swimming pool inspection. First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing concrete.*
   Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.
7. *Demolition inspections. First inspections to be made after all utility connections have been disconnected and secured in such a manner that no unsafe or unsanitary conditions shall exist during or after demolition operations.*
   Final inspection to be made after all demolition work is completed.
8. *Manufactured building inspections. The building department shall inspect construction of foundations; connecting building to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections may be required for public educational facilities (see Section 423.27.20).*
9. *Where impact-resistant coverings are installed to meet requirements of this code, the building official shall schedule adequate inspections of impact-resistant coverings to determine the following:*
   The system indicated on the plans was installed.

   The system is stalled in accordance with the manufacturer's installation instructions and the product approval.

Electrical

1. *Underground inspection. To be made after trenches or ditches are excavated, conduit or cable is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.*

Plumbing

1. *Underground inspection. To be made after trenches or ditches are excavated, piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.*
   Note: See Section 312 of the Florida Building Code - Plumbing for required tests.

Mechanical

1. *Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy*

Gas

1. *Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixture or gas appliance have been connected.*
2. *Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.*
3. *Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.*
   Note: See Section 406 (IFGS) of the Florida Building Code - Fuel Gas for required tests.

Reference: Florida Building Code - Building; 109.3

Refer to Section 6 Appendices; Appendix C, C-4 Inspections.

Fire Protection Systems (Automatic Sprinkler Systems / Alternative Automatic Fire-Extinguishing Systems)

- To be made after the building is complete, all required life safety fixtures, including sprinklers, smoke detectors, pull stations, speakers, notification devices, etc., are in place and properly connected or protected, and the structure is ready for occupancy.

  Note: Testing shall be in accordance with the Florida Fire Prevention Code and related Florida Adopted Standards.

Note: Fire suppression system and fire alarm inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

Life Safety

- To be made after the building is complete, all required life safety fixtures, including exit signage, emergency lighting, egress illumination, evacuation diagrams, etc., are in place and properly connected or protected, and the structure is ready for occupancy.

  Note: Testing prior toacceptance.

Note: Life safety inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

Refer to Section 6 Appendices; Appendix C, C-4 Inspections.

SECTION 4 – CONSTRUCTION (CONTRACTORS)

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

Refer to Section 2 Permits; 2-7 Certificates of Occupancy and Completion.

Refer to Section 6 Appendices; Appendix C, C-6 Checklist for Certificate of Occupancy.

End of Section 4, Construction

SECTION 5 – DELIVERY/JOB ORDER CONSTRUCTION

SECTION 5.1 - INTRODUCTION

Facilities & Safety Services represents the Florida Polytechnic University (FPU) as its Building Code enforcement agency. Also the University's EH&S Safety Officer performs the University's required life safety reviews and inspections. As the regulatory arm of Florida Polytechnic University, Facilities & Safety Services reviews plans, conducts inspections, issues building permits and certificates of occupancy.

The types of delivery/job order construction, as issued by this University; but are not limited to, are as follows:

- General Contractors – Contract Limits: $750,000
- Mechanical Contractors – Contract Limits: $350,000
- Electrical Contractors – Contract Limits: $250,000
- Plumbing Contractors – Contract Limits: $50,000
- Roofing Contractors – Contract Limits: $250,000

Delivery/job order construction; contractors, shall apply for a building permit with Facilities & Safety Services. A copy of the contractor's licenses and insurances, both liability and worker's compensation, shall accompany the application. Permit applications shall have an original signature of the qualifying license holder for the contracting company and the signature shall be notarized. If the license holder is unavailable for the original signature, then the applicant may use a power of attorney from the license holder.

Reference: Florida Building Code – Building; 105.3

Building Permit Application is to be completed with the appropriate insurances provided. Workers Compensation and Liability Insurance, made out to Florida Polytechnic University, must be provided.

Reference: Florida Building Code – Building; 105.3.5

The contractor shall list all subcontractors with the application and provide a copy of the subcontractor's license and insurances. If the subcontractors are not known at the time of permit issuance; then as the information, is available, it shall be relayed to Facilities & Safety Services. A fax is acceptable for the contractor's information.

SECTION 5.2 - PERMIT ISSUANCE

After the building permit application is completed and the information verified the Building Permit shall be issued. The contractor shall receive a Building Permit and Inspections placard with one (1) set of review stamped construction documents with accompanying data.

- Questions regarding the reviewed construction documents related to code issues shall be directed to:
  John Trecastelli, Building Code Administrator 863.874.8722 office

- Questions regarding the contractual documents shall be directed to the assigned University Project Manager or designated other.

- *The building permit and inspection cards shall be posted on site and shall be kept secured from the elements. The permit or copy shall be kept on the site of the work until the completion of the project.*

  Reference: Florida Building Code – Building; 105.7

- *When the building official issues the permit, the construction documents shall be approved, in writing or by stamp as "Reviewed for Code Compliance". One (1) set of construction documents shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official orduly authorized representative.*

  Reference: Florida Building Code – Building; 106.3.1

Refer to Section 6 Appendices; Appendix A, A-4 Plans Review Stamp

- Plan Review Comments sheet(s) will be attached to the construction documents and shall be open to inspection by the building official or duly authorized representative.

Note: In addition to the permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the State's Fire Official.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 5.3 - AMENDED CONSTRUCTION DOCUMENTS

Generally, for direct order contract, construction project, amended construction documents are not required.

Note: The contractor shall be informed that verbal instructions amending scope of work could contain code related issues, which are the responsibility of the licensed general contractor.

Refer to Section 4 Construction; 4-3 Amended Construction Documents.

SECTION 5.4 - PRECONSTRUCTION MEETING

Generally, for direct order contract, construction project, a preconstruction meeting is not required. Refer to Section 4 Construction; 4.4 Preconstruction Meeting.

SECTION 5.5 - SUBMITTALS / SHOP DRAWINGS

Generally, for delivery / job order contract, construction project, submittals / shop drawings are not required. Refer to Section 4 Construction; 4-5 Submittals / Shop Drawings.

SECTION 5.6 - INSPECTION PROCEDURES

Inspection procedures, for delivery / job order contract, construction projects, is the same as Section 4 Construction; 4-6 Inspection Procedures.

Refer to Section 4 Construction; 4-6 Inspection Procedures.

SECTION 5.7 - INSPECTION FEE

Inspection fees, for delivery / job order contract, construction projects, is the same as Section 4 Construction; 4-7 Inspection Fee.

Refer to Section 4 Construction; 4-7 Inspection Fee.

SECTION 5 – DELIVERY/JOB ORDER CONSTRUCTION

SECTION 5.8 - REQUIRED INSPECTIONS

Inspections, for delivery / job order contract, construction projects, are the same as Section 4 Construction; 4-8 Required Inspections.

Refer to Section 4 Construction; 4-8 Required Inspections and Section 6 Appendices; Appendix C, C-4 Inspections.

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

Refer to Section 2 Permits; 2-7 Certificates of Occupancy and Completion.

Refer to Section 6 Appendices; Appendix C, C-6 Checklist for Certificate of Occupancy.

End of Section 5, Delivery/Job Order Construction

SECTION 6 – APPENDIX A

APPENDIX A

SECTION A.1 - UNIVERSITY CONTACTS
University Building Code Official:

John P. Trecastelli, CBO
Building Code Administrator, Licensee # BU1958
ehsrequests@floridapoly.edu

SECTION 6 – APPENDIX A

SECTION A.2 - PLANS REVIEW REQUEST

FLORIDA POLYTECHNIC UNIVERSITY LOCATION: _____

Project Title:	**Date:**
Description:	
Fixtures, Furniture, & Equipment (FF&E) Required	
Location:	**Room #(s):**
A / E:	**Contact:**
A / E Address:	**Phone:**
Level of Plans Review: ☐ **Schematic (Optional)** ☐ **Design Development (Optional)** ❑ **Design Documents (Mandatory)** ☐ **Final Construction Documents (100%) Phase III (Mandatory)**	

Construction documents and/or accompanying data shall be submitted to:

John P. Trecastelli, Building Code Administrator
Florida Polytechnic University
Facilities & Safety Services
4700 Research Way
Lakeland, Florida 33805
ehsrequests@floridapoly.edu

Note: This request is for plans review only, no work may commence until Building Permit issuance.

Submitted by:	**Title:**
Signature:	**Phone:**

SECTION 6 – APPENDIX A

SECTION A.3 - PLANS REVIEW ROUTING SHEET

Date: _____
Project: _____
Project Manager: _____

Documents ☐ Specifications ☐ Others_____ ☐

Comments: _____

Required	Location	Date Received	Date Completed	Who Transmitted
	BUILDING CODE REVIEW:			
	Building			
	Electrical			
	Plumbing			
	Mechanical			
	Gas			
	Fire protection systems			
	Life safety			
	ISSUANCE OF PERMIT			

Remarks:

- Permit application and submittal documents shall remain together as one (1) submittal package.

SECTION 6 – APPENDIX A

SECTION A.4 - PLANS REVIEW STAMP

FLORIDA POLYTECHNIC UNIVERSITY

___/___/___ Permit # _____

These documents have been reviewed for code compliance by the Building Code Administration Florida Polytechnic

[ ] Approved / No Comments
[ ] Approved / with Comments
[ ] Not Approved / with Comments

_____

John Trecastelli, Building Code Administrator.

These documents must be retained onsite for use by the Inspector.

Approval of construction documents requires the documents shall be approved, in writing or by stamp, as "Approved / No Comments or Approved/ with Comments".

Reference: 2015 Florida Building Code – Building; 106.3.1

SECTION 6 – APPENDIX A

SECTION A.5 - INSTRUCTIONS

First Review:

The University plans review team will complete the information as follows:

- Project Name, Location, Discipline, Plans Reviewer, Licensee Number, Date

The University plans review team, relating to plans review, will complete the information as follows:

- Plan Sheet
- Code reference
- Plans review Comments

The design professional(s) will review and complete the following:

- *Date*
- *A/E Response (narrative, revised documents and/or accompanying data)*

Second Review:

The University plans review team, relating to plans review, will complete the information as follows:

- Date Satisfied (complete A/E Response)
- Initial (Plans Examiner's initials – completed A/E responses)

Additional reviews may be required until all comments are satisfied by the plans review team.

Note: Plans review comments are formatted to be transmitted and responded to electronically. This tool can expedite the plans reviews completed responses for your project. All design professionals are encouraged to use this instrument.

SECTION A-5
FPU PLANS REVIEW COMMENTS

See Attached

End of Appendix A

SECTION 6 – APPENDIX B

APPENDIX B

SECTION B.1 - UNIVERSITY CONTACTS

University Building Code Official:

John P. Trecastelli, Building Code Administrator
Building Code Administrator, Licensee # BU1958
ehsrequests@floridapoly.edu

SECTION B.2 - ANNUAL FACILITY PERMIT

FLORIDA POLYTECHNIC UNIVERSITY

This permit is issued for a one (1) year period from_____thru_____for

PERMIT #_____/ LOCATION:_____

Permit Limitations:

1. In lieu of an individual permit for each alteration, the building official is authorized to issue an annual permit for any occupancy to facilitate parameters of work intended to be performed during the year. In accordance with the Florida Building Code; 105.1.1, this annual facility permit is issued to authorize the general description and types of work asfollows:
   - Alteration to any existing electrical, gas, mechanical, plumbing or interior non-structural office system(s).
   - Routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations /relocations.
   - The building code administrator shall be notified of major changes and shall retain the right to make inspections at the facility site as deemednecessary.
2. The amount expended for any maintenance project authorized by this permit shall not exceed two hundred thousand dollars and no cents ($200,000.00).
3. Use of this annual facility permit requires the person to whom this permit is issued to:
   a. Maintain a detailed log of alterations and inspections,
   b. Submit a copy of the alterations / inspections log annually to the University Building Code Administrator, and
   c. Submit a Routine Maintenance Report to the Building Code Administrator for any maintenance project costing in excess of Fifty Thousand Dollars and No Cents ($50,000.00).

Permit issued by:

John P. Trecastelli, Building Code Administrator, _____ Date Signed

Permit issued to:

Maintenance Supervisor _____ Date Signed

SECTION B.3 - ALTERATION / INSPECTION LOG

FLORIDA POLYTECHNIC UNIVERSITY LOCATION: _____

Date	Building	Room
Description of Alteration		

Inspected by _____

Date	Building	Room
Description of Alteration		

Inspected by _____

Date	Building	Room
Description of Alteration		

Inspected by _____

SECTION B.4 - ROUTE MAINTENANCE REPORT

FLORIDA POLYTECHNIC UNIVERSITY LOCATION: _____

Campus/Site	Date of Request
Building Identification	Room Number
Maintenance/Repair Work Description	

Note: Please attach any relevant drawings, contractor proposals, catalog cut sheets, etc.

Submitted by (Print or Type Name of Campus Maintenance Supervisor)	**Title**
Signature	**Phone**

For Building Code Administrator Use Only

Date Received: _____
Date Inspected: _____
Inspector: _____
Comments:

_____

_____

_____

End of Appendix B

SECTION 6 – APPENDIX C

APPENDIX C

SECTION C.1 - UNIVERSITY CONTACTS

University Building Code Official:

- John P. Trecastelli, Building Code Administrator
  Building Code Administrator, Licensee #BU1959
  ehsrequests@floridapoly.edu

SECTION C.2 - BUILDING PERMIT APPLICATION

Date: _____

Location: _____

Applicant:

Name: _____

Mailing address: _____

Phone: _____ Fax: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

Qualifying agent's name: _____

Qualifying agent's signature: _____

Proposed Project:

Project name: _____

Type of permit:

☐ Building ☐ Electrical ☐ Plumbing

☐ Mechanical ☐ Gas ☐ Other: _____

Project number: _____

Project location or address: _____

Building use – check all that apply:

☐ Assembly Business ☐ Educational ☐ Industrial

☐ Mercantile ☐ Storage ☐ Other: _____

Occupancy classification: _____ Construction type (FBC): _____

BUILDING PERMIT APPLICATION (continued)

Building Area (GSF):_____ Building Height: _____
Value of the Work: _____
Class of Work:
☐ New ☐ Remodel ☐ Renovation ☐ Repair ☐ Demolition ☐ Other

Description of Work: _____

_____

_____

Estimated Duration of Work: _____

Project Manager:_____ Department: _____

_____ _____
General Contractor / Construction Manager Date

_____
Signature

Contractor shall provide copies of license holder's current licenses and copies of certificates of insurance naming Florida Polytechnic University as additional insured with each application.

Architect / Engineer (if applicable):
Name:_____
Mailing address: _____
Florida Department of Business & Professional Regulation (DBPR) License: _____
License Holder's Name: _____

BUILDING PERMIT APPLICATION (continued)

Subcontractor list project: _____

Electrical subcontractor's name:
Name: _____
Mailing address: _____
Florida Department of Business & Professional Regulation (DBPR) License: _____
License holder's name: _____

Plumbing subcontractor's name:
Name: _____
Mailing Address: _____
Florida Department of Business & Professional Regulation (DBPR) License: _____
License Holder's Name: _____

Mechanical subcontractor's name:
Name: _____
Mailing Address: _____
Florida Department of Business & Professional Regulation (DBPR) License: _____
License Holder's Name: _____

Gas subcontractor's name:
Name: _____
Mailing Address: _____
Florida Department of Business & Professional Regulation (DBPR) License: _____
License Holder's Name: _____

BUILDING PERMIT APPLICATION (continued)

Subcontractor list project: _____

Roofing subcontractor's name:
Name:_____
Mailing Address:_____
Florida Department of Business & Professional Regulation (DBPR) License:_____
License Holder's Name: _____

Subcontractor list project: _____

Fire sprinkler / standpipe / pre-engineered fire suppression subcontractor's name:
Name:_____
Mailing Address:_____
Florida Department of Business & Professional Regulation (DBPR) License:_____
License Holder's Name: _____

Underground fire protection water piping subcontractor's name:
Name:_____
Mailing Address:_____
Florida Department of Business & Professional Regulation (DBPR) License:_____
License Holder's Name: _____

Fire alarm system subcontractor's name:
Name:_____
Mailing Address:_____
Florida Department of Business & Professional Regulation (DBPR) License:_____
License Holder's Name: _____

BUILDING PERMIT APPLICATION (continued)
Subcontractor list project: _____

Other subcontractor's name:
Name:_____
Mailing Address:_____
Florida Department of Business & Professional Regulation (DBPR) License:_____
License Holder's Name: _____

SECTION C.3 - BUILDING PERMIT

FLORIDA POLYTECHNIC UNIVERSITY LOCATION: _____

Building Permit #		**Date Issued**	
Project Title		**Project #**	
Campus / Building		**Room #**	
General Contractor		**Contact**	
License #		**Phone #**	
Electrical Contractor		**License #**	
Mechanical Contractor		**License #**	
Plumbing Contractor		**License #**	
Gas Contractor		**License #**	
Underground Utilities		**License #**	
Fire Protection Systems	**Issued Separately, See Note # 3, below**		
A / E of Record		**License #**	
Building Code Administrator: **BU1958**		**Inspector**	

Notes:

1. **Building Permit with Inspection Cards (original or copy) shall be kept on the site of the work until the completion of the project.**
2. **No inspection shall be made unless Building Permit with Inspection Cards, and construction documents with review stamp, is open to inspection by the building official or duly authorized representative.**
3. **Fire Protection Systems and Hot Work Permits shall be issued by the Building Official and the representative official form the State Fire Marshal's Office. Fire & Life Safety inspections must be requested with a lead time agreed to by the representative official from the State Fire Marshal's Office.**
4. **All components which are to be covered or concealed; shall be inspected and passed, prior to backfill or installation of wall or ceiling membranes.**
5. **Email: ehsrequests@floridapoly.edu for inspection requests. Inspection requests shall be made by 4:00 pm the day prior to, an anticipated inspection. All inspections will be made within forty-eight (48) hours.**

SECTION 6 – APPENDIX C

SECTION C.4 - INSPECTIONS LIST (ISSUED WITH BUILDING PERMIT)

Building / Structural

Demolition _____

Demolition Final _____

Slab / Monolithic _____

Masonry _____

Wall / ceiling _____

Framing _____

Structural _____

Insulation (sound) _____

Insulation (thermal) _____

Sheetrock – non-rated (fasteners) _____

Sheetrock – rated (fasteners) _____

Roofing (dry-in) _____

Roofing (insulation) _____

Roofing (covering) _____

Roofing (flashing) _____

Other _____

Final _____

Note**:** All final inspections are required to be requested, inspected and approved (signed-off) before this inspection is requested or scheduled. Upon approval (signed-off) of this final, a copy of this card shall be submitted to the building code administrator.

INSPECTIONS LIST (continued)

Plumbing

Water Service _____

Sanitary _____

Storm _____

Underground _____

Rough-in _____

Stack Piping / Test _____

Water Piping / Test _____

Gas Piping / Test _____

Storm Piping / Test _____

Fixtures _____

Equipment _____

Other _____

Plumbing Final _____

Electrical

Underground _____

Floor rough-in _____

Wall rough-in / Cover up _____

Ceiling rough-in / Cover up _____

INSPECTIONS LIST (continued)

Panel / Feeder _____

Service / Grounding _____

Appliance / Equipment _____

Partial _____

Lightning Protection _____

Hot Check _____

Other _____

Electrical Final _____

Mechanical

Partial _____

Duct rough-in _____

Steam Piping / Test _____

HW Piping / Test _____

CHW Piping / Test _____

Condensation Piping / Test _____

Insulation _____

Wall / Ceiling _____

Equipment _____

Other: _____

Mechanical Final _____

INSPECTIONS LIST (continued)

Fire Protection Systems

Note: Individual inspections for this category are listed on the Fire Protection Systems Permit, issued separately by the representative official for the State Fire Marshal's Office.

Fire Final _____
Note: Fire inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

Life Safety

Life Safety _____

Life Safety Final _____

Note: Fire inspections must be requested with a lead time agreed upon by the representative official from the State Fire Marshal's Office.

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

SECTION C.5 FIELD INSPECTION REPORT

Date of Request:	Permit Number:
Inspection #:	Inspection Date:
Time:	Temperature / Weather:

FLORIDA POLYTECHNIC UNIVERSITY

FIELD INSPECTION REPORT

Project Name:	
Inspection Type:	**Re-inspection:** ☐

Description:

Inspection Results: ☐ Passed ☐ Conditional ☐ Partial ☐ Failed ☐ Not Ready

Conditions / Comments:

Inspector:	Signature:

Photographs: **Requests must be received by 4:00 p.m. one (1) day prior to inspection date**

SECTION C.6 - CHECKLIST FOR CERTIFICATE OF OCCUPANCY

This contains a summary of items that must be completed prior to the issuing of a Certificate of Occupancy for new construction project at Florida Polytechnic University. Not all items as listed below, may apply to your construction project. Depending on the project type and location, additional items may be required.

1. All inspections shall be signed off. Submit to the University Building Code Administrator a copy of the signed Inspection Card(s) or Report(s):
   Building Electrical
   Plumbing Mechanical
   Fire Protection Systems Life Safety

2. Energy Code calculations and Certification signed and submitted to Building Code Official

3. Fire alarm and smoke detector test completed and signed off by the representative official from the State Fire Marshal's Office

4. All portable fire extinguishers are in place

5. State Fire Marshal's Official approval

6. Insulation certificate

7. Soil treatment certificate

8. Final survey

9. Building address posted

10. Backflow prevention inspection and certification

11. Elevator – Certificate of Operation

12. All traffic signs, parking and roadway markings are in place

13. All emergency vehicle lane markings and signage in place

14. Permanent landscaping installed per plans

15. All temporary drives, staging areas, construction material, and construction debris and construction trailers have been removed

Depending on the project type and location, additional items may be required.

16. Elevation certificate

17. Food Service inspection complete

18. Health Department approval
19. Food Establishment Permit complete
20. State, County or City / Department of Transportation (DOT)
21. South West Florida Water Management District (SWFWMD)
22. US Army, Corps of Engineers
23. US Fish & Wildlife

Note: As each project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the Building Code Administrator.

SECTION 6 – APPENDIX C

SECTION C.7 - HOT WORK PERMIT PROCEDURES

What is a Hot Work Permit?

Hot work is defined as cutting and welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment. The use of these types of equipment for cutting and welding introduces significant fire hazards into Florida Polytechnic University buildings.

The hot work permit system is intended to educate the parties involved in construction of these hazards and to implement control measures to help mitigate them.

A hot work permit is the means by which the University's Facilities & Safety Services Department and Risk Management, can stay aware and keep track of construction activities that involve hot work. The hot work permit also provides a step-by-step check list for hot work fire safety and serves as a reminder to contractors of their fire prevention responsibilities before, during, and after any hot work is conducted.
The Hot Work Permit was developed in accordance with OSHA 29 CFR 1910.252 and NFPA 51B recommendations with the goal of preventing hot work fires.

How Does the Hot Work Permit System Work?

Before a contractor can perform hot work for a Florida Polytechnic University construction project they need to get a hot work permit. To receive a permit, the contractor must to go to the University's Facilities and Safety Services Department, 4700 Research Way, between the hours of 8:00 a.m. and 4:00 p.m. After completing the Hot Work Permit information, the permit is issued to the contractor for a specified time period for the building where the work will be performed. The contractor may then perform the hot work, following the precautions outlined on the permit. After the hot work is completed, the contractor turns the permit over to the University Safety Officer.

When is a Hot Work Permit Necessary?

Hot work permits are needed for all cutting or welding activities that are conducted with portable gas or arc equipment on Florida Polytechnic University construction projects.

The following operations do not require a Hot Work Permit:

- Bunsen burners in laboratories
- fixed grinding wheels
- electric soldering irons

Where is a Hot Work Permit Necessary?

Hot work permits are needed for each building where hot work will be performed (utility tunnels are considered to be separate buildings). For example, if one contractor is performing work at several different buildings for one project, a permit is necessary for each building.

Who Needs Hot Work Permits?

Hot work permits are needed for each and every contractor or sub-contractor/trade performing hot work for a project. For example, if there are three different sub-contractors/trades performing hot work on one project, each sub-contractor/trade is responsible for obtaining a permit for their own work.

SECTION 6 – APPENDIX C

How Long is a Hot Work Permit Valid?

The duration of a hot work permit depends upon the type of project (new or existing construction) and the character of the hot work. The following are guidelines used to determine how long a permit is good for. These are guidelines. If there are conditions unique to the project or activities a contractor will be performing, exceptions can be made. Contact your FPU Project Manager for information.

For **NEW CONSTRUCTION -** permits are issued in 30-DAY intervals. New construction is defined as new buildings, additions to existing buildings, new tunnels (including vaults), and new exterior improvement work. The following are the types of work anticipated for new construction;

- Structural hot work - cutting/welding reinforcing steel and structural steel for all of the project's structural work (tunnels construction, building super-structure, site work).
- Mechanical hot work - tunnel services connections, building system installations, HVAC equipment installations.
- General activities hot work - all other cutting/welding for equipment/building component installations (handrails, guardrails, specialties, and ornamental metal).

For **RENOVATIONS and REMODELS** permits are issued in 15-DAY intervals. Renovations and remodels are defined as new work that takes place in an existing building. The following are the types of hot work anticipated for renovations/remodels;

- Demolition hot work - dismantling built-in equipment, removal of discontinued/abandoned equipment.
- Mechanical hot work - removal of discontinued/abandoned services, new services tie-ins, building system installations/modifications.
- General activities hot work - all other cutting/welding for equipment/building component installations (handrails, guardrails, specialties, and ornamental metal).

Where Shall the Hot Work Permit be Posted?

Hot work permits shall be posted at the job site in an accessible and conspicuous location. Job site trailers are an acceptable location.

Who Checks to See if the Hot Work Requirements are Met?

The contractor or sub-contractor/trade performing hot work is ultimately responsible for conducting their hot work activities in a sound, fire-safe manner and following the precautions outlined on the hot work permit. The responsible contractor or sub-contractor/trade supervisor or foreman shall review the work area and sign the card daily.

After the Hot Work Permit is Filled or the Hot Work is Complete…Then What?

Once a hot work permit has been filled or when the hot work has been completed, the contractor shall return the completed hot work permit to the University Building Code Administrator or representative official from the State Fire Marshal's Office for the project records. Once the project has been completed, the hot work permit is retained for a minimum of 180 days as per the Florida Building Code.

For more information, please contact the University's Safety Department at 863.874.8722.

Note: As each construction project is different relating to the construction documents, accompanying data, specific or special inspections; the contractor shall be responsible for review, of a final list of requirements, with the representative official from the State Fire Marshal's Office.

End of Appendix C

SECTION 6 – APPENDIX D

APPENDIX D FIRE PROTECTION SYSTEMS CONSTRUCTION

SECTION D.1 - UNIVERSITY CONTACTS

Authority Having Jurisdiction (AHJ):

- Donmetria Robinson
  Fire Protection Specialist
  State Fire Marshal's Office
  407.316.4824 office, 407.245.0586 fax, 407.408.5302 cell
  Donmetria.robinson@myfloridacfo.com

SECTION D.2 - SPRINKLER, STANDPIPE AND FIRE PUMP PERMIT PROCEDURES

A. Permit Procedures

1. A permit is required for all work involving sprinkler, standpipe and fire pump installations, additions or modifications. For work also requiring a building permit, the building permit is to be issued prior to submitting for a fire protection permit.
2. Work requiring a fire protection permit may not begin until submittals have been reviewed and approved by the University's Facilities & Safety Services Department and the permit has been issued. For submittal requirements, see Section I-B, below.
3. A Permit Application; completed in full and signed by the applicant, is to be included with all submittals. Applications must be submitted to the University's Facilities & Safety Services Department; 4700 Research Way between the hours of 8:00 a.m. and 4:00 p.m.
4. For revisions to approved plans, submit a copy of the original permit and a copy of the original approved plans, with revisions clearly noted. Revised plans are to be submitted for addition/deletion of sprinklers or alterations to plans that affect hydraulic calculations. Revisions are to be approved prior to completing work in field.

5. The contractor will be contacted with results of the submittal review in accordance with one of the following:
   a. Approved plans with comments and the permit attached will be mailed to the applicant, or are available for pick up by the applicant.
   b. Disapproved plans with comments are available for pick up. Re-submittal will be necessary.
   c. At the discretion of the reviewer, the submittal may be placed on hold and comments will be discussed verbally with the applicant, who is then required to resubmit the revisions in a timely manner.

B. Submittals

1. Submittals are to consist of shop drawings, hydraulic calculations and manufacturers' data sheets. A minimum of two (2) sets of this information are to be submitted to the University's Facilities & Safety Services department at 4700 Research Way between the hours of 8:00 a.m. and 4:00 p.m.
2. The University's Facilities & Safety Services Department will review the submittal for compliance with the Florida Fire Prevention Code and the applicable standards referenced therein. Some of the commonly used standards enforced by the University include:
   a. NFPA 13, Standard for the Installation of Sprinkler Systems. (Florida current adopted edition per FAC 69A-3)
   b. NFPA 14, Standard for the Installation of Standpipe and Hose Systems. (Florida current adopted edition per FAC 69A-3)
   c. NFPA 20, Standard for the Installation of Centrifugal Fire Pumps. (Florida current adopted edition per FAC 69A-3)

3. The University's Facilities & Safety Services Department will retain one (1) set of the submittal. The other set(s) will be returned to the applicant and must be maintained at the project site, along with a copy of the review comments. Additional sets may be submitted if the contractor needs additional stamped sets for their records and use.
4. Submitted shop drawings must be prints, signed and sealed, with no handwritten changes.
5. Manufacturers' data sheets are to be submitted for each system component, with specific models indicated as proposed for use.
6. The submittal is to include the information required by the applicable NFPA standard (e.g., NFPA 13, Chapter 14).

SECTION D.3 - FIRE ALARM SYSTEM PEMIT PROCEDURES

A. Permit Procedures

1. A permit is required for all work involving fire alarm system installations, additions or modifications. For work also requiring a building permit, the building permit shall be issued prior to approval and issuing of the fire protection permit.
2. Work requiring a fire alarm permit may not begin until submittals have been reviewed and approved by the University's Facilities & Safety Services Department and the permit has been issued. For submittal requirements, see Section II-B, below.
3. A Permit Application; completed in full and signed by the applicant, is to be included with all submittals. Applications must be submitted to University's Facilities & Safety Services at 4700 Research Way between the hours of 8:00 a.m. and 4:00 p.m.
4. For revisions to approved plans, submit a copy of the original permit and a copy of the original approved plans, with revisions clearly noted. Revised plans are to be submitted for addition/deletion of fire alarm devices. Revisions are to be approved prior to completing work in field.
5. The contractor will be contacted with results of the submittal review in accordance with one of the following:
   a. Approved plans with comments and the permit attached will be available for pick up by the applicant.
   b. Disapproved plans with comments are available for pick up. Re-submittal will be necessary.
   c. At the discretion of the reviewer, the submittal may be placed on hold and comments will be discussed verbally with the applicant, who is then required to resubmit the revisions in a timely manner.

B. Submittals

1. Submittals are to consist of shop drawings, battery and voltage drop calculations and manufacturers' data sheets. A minimum of two (2) sets of this information are to be submitted to the University's Facilities & Safety Services Department, 4700 Research Way between the hours of 8:00 a.m. and 4:00 p.m. The submittal is to include the items detailed below.
   a. Drawings:
      1) Project name and address.
      2) Project owner's name and address including zip code.
      3) Building construction permit number.
      4) Contractor name, address, telephone number and contact person.
      5) Symbol and abbreviation key.
      6) Device locations.
      7) Occupancy of all rooms and areas.
      8) Location of all partitions.
      9) Fire resistance rating of any walls and doors, and detection associated with door closures where proposed.
      10) Smoke partitions, doors, duct penetrations, and associated detection.
      11) Submitted shop drawings must be prints, with no handwritten changes, and be of minimum 1/8 in. per ft. scale.

b. Manufacturers' Data Sheets:
    1) Catalog cut sheets for all equipment to be used. Indicate specific equipment to be used on cut sheets.
    2) Existing equipment catalog cut sheets for coordination and to check compatibility (for system additions).
    3) System devices provided by others such as duct detectors and door holders.
c. Wiring Diagram:
    1) Point-to-point diagram showing all terminal connections at devices and panels.
    2) Typical circuits or devices may be show nonce.
    3) Riser Diagram.
    4) Devices and panels.
    5) Wire counts.
d. Sequence of Operation:
    1) For initiating devices, show all outputs such as audible and visual devices, annunciation, door and damper closure, AHU shutdown, door unlocking, smoke control activation, sprinkler system activation, etc.
e. Calculations:
    1) Battery calculations showing all devices and current draw. Calculations shall include the required alarm and supervision time.
    2) Voltage drop calculations.

2. The University's Facilities & Safety Services Department will review the submittal for compliance with the Florida Fire Prevention Code, and the applicable standards referenced therein, including NFPA 72, National Fire Alarm Code. (Florida current adopted edition per FAC69A-3).
3. The University's Facilities & Safety Services Department will retain one (1) set of the submittal. The other set(s) will be returned to the applicant and must be maintained at the project site, along with a copy of the review comments. Additional sets may be submitted if the contractor needs additional stamped sets for their records and use.

SECTION D.4 - FIRE PROTECTION SYSTEM PERMIT APPLICATION

See First Attached

SECTION D.5 - FIRE PROTECTION SYSTEM PERMIT

See Second Attached

SECTION D.6 - HOT WORK PERMIT

See Third Attached

End of Appendix D

SECTION 6 – APPENDIX E

APPENDIX E DELIVERY / JOB ORDER CONSTRUCTION

SECTION E.1 - INTRODUCTION

Facilities & Safety Services represents Florida Polytechnic University (FPU) as its Building Code enforcement agency. As the regulatory arm of the University; Facilities & Safety Services issues building permits, certificates of occupancy, temporary occupancy and certificates of completion.

As such; Facilities & Safety Services, is responsible for the minimum plans review criteria of all delivery / job order construction documents and accompanying data for issuance of permits. Construction documents and/or accompanying data should be sent to:

- John Trecastelli, Building Code Administrator
  Florida Polytechnic University
  Facilities & Safety Services
  4700 Research Way
  Lakeland, Florida 33805
  ehsrequests@floridapoly.edu

SECTION E.2 - BUILDING PERMIT DELIVERABLES

Prior to obtaining a Building Permit for Florida Polytechnic University projects from the University's Facilities & Safety Services, submittals not provided by the University, must be made in accord with the requirements of the Department:

- Building Permit Application.
- Copies of current licenses and insurances.
- Two (2) sets, complete of Drawings (Deliverables)

Refer to Section 6 Appendices; Appendix C, C-2 Building Permit Application
In some cases the proposed construction may require a design in more detail or if the services of a design professional (architect or engineer) are required; these items including construction documents are also required to be submitted prior to building permit issuance.

Note: Items which are required to be submitted by the design professional (architect or engineer) shall be original documents, signed and sealed.

Except as otherwise agreed upon, all Capital projects shall be charged a Plan Check Fee.

SECTION E.3 - DELIVERABLES

Deliverables are identified as a set of drawings, which typically includes fully developed floor plans, interior elevations, reflected ceiling plans, roof plans, wall sections with callouts and details. These drawings also identify generic information such as dimensions, scales and sheet titles.

Deliverables may be submitted on sheet sizes of eight and one half (8-1/2) inches by eleven (11) inches (specifications), or twenty-four (24) by thirty-six (36) inches. Once a sheet size is determined, the submittal shall be of one (1) size only.

Minimum construction documents or deliverables, not limited to, may be as follows:

1. Title Sheet
   - Project title, index, code identifications and space use data.

2. Floor Plan(s)
    - Total floor plan (designate construction area)
    - Life safety plan
    - Partial floor plan – existing with removal work
    - Partial floor plan - new work
    - Reflected ceiling plan –existing
    - Reflected ceiling plan – new work
    - Partial floor plan - life safety information
3. Roof Plan
    - Scope of work will determine, if required
4. Exterior Elevations
    - Scope of work will determine, if required
5. Building Sections and Cross Sections
    - Wall section (studs, bracing, insulation, gypsum, etc.)
    - Ceiling height
6. Built-in Elements, Plans and Elevations
    - Scope of work will determine, if required
7. Structural Systems
    - Design professional, signed and sealed
8. Plumbing Systems
    - Design professional, signed and sealed
9. Mechanical Systems
    - Design professional, signed and sealed
    - Product literature, technical data and installation instructions
10. Electrical Systems
    - Locations for receptacles, switches, lighting, etc., shall be shown including identification of circuits, either new or existing.
    - Electrical panel, either new or existing, shall be located and identified.

SECTION E.4 - COMPLETION AND CLOSE-OUT

This contains a summary of items that must be completed prior to a delivery / job order construction project being completed at Florida Polytechnic University.

1. All inspections as identified on the inspections card, as issued with the building permit, shall be signed off. Once issued, only the building code administrator or duly authorized representative can delete or void a specific inspection or inspection category:
    Building / Electrical
    Plumbing / Mechanical
    Fire Protection Systems Fire & Safety
    Note**:** All final inspections are required to be requested, inspected and approved (signed-off) before this inspection is scheduled. Upon approval (signed-off) of this final, a copy of this card shall be submitted to the building code administrator.

Depending on the project's scope of work, additional items may be required.

Note: As each construction project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the building code administrator, or duly authorized representative.
End of Appendix E

APPENDIX F

SECTION F-1 REFERENCES

- Policies and Procedures / Rules of the University Board of the

Trustees FPU-0.000 FPU Building Code Administration Program

Florida law and regulations require that all new buildings constructed, and modifications to existing buildings, be reviewed and inspected for compliance with adopted building codes and standards. The policy requires that all University entities, conducting building construction, repair, or modifications on University-owned property, submit construction documents for review, obtain a building permit for construction, which, after proper inspection and completion, is certified for occupancy, re-occupancy, or completion. Maintenance projects, not requiring code compliance, such as painting, flooring, equipment replacement, minor repairs, etc. are exempt from the code permitting process with permission from the Building Code Administrator.

- Florida Building Code (FBC) with Supplements
  - Building
  - Electrical
  - Gas
  - Mechanical
  - Plumbing
- National Electrical Code (NEC)
- Florida Fire Prevention Code and Life Safety Code
- Florida Accessibility Code for Building Construction; FBC-Building, Chapter 11
- Florida Energy Efficiency Code for Building Construction; FBC-Building, Chapter 13
- Florida Statutes
- Manufactured Buildings; FBC-Building, Section 428
- State Requirements for Educational Facilities (SREF)

Note: References as identified above shall be of the latest adopted editions

End of Appendix F

APPENDIX G

FEE SCHEDULE

A **FOR MAJOR & MINOR PROJECTS**

	CONSTRUCTION COST	FEE
Minor	**Less** than **$5,000**	**$ 50.00** flat fee shall be charged.
	$5,000 to **$200,000**	**$ 50.00 plus $ 70.00** per every **$ 10,000.00** of Construction Cost or fraction thereof.
	$200,000 to **$500,000**	**$ 450.00 plus $ 50.00** per every **$ 10,000.00** of Construction Cost or fraction thereof.
	$500,000 to **$2,000,000**	**$ 950.00 plus $ 40.00** per every **$ 10,000.00** of Construction Cost or fraction thereof.
Major	**>$2,000,000**	**$ 2,950.00 plus 0.3 %** of Construction Cost.

See **Section D, Fee Sample Calculations** for sample fee calculations.

B **FOR SPECIAL PROJECTS**

CONSTRUCTION TYPE	FEE
A. Tents, other temporary structures as	**$ 50.00** flat fee.
B. **Infrastructure**, C. **Flooring** stand-alone project, D. **Demolition** not part of a Renovation, and all other	**$ 50.00** minimum fee **plus $ 30.00** per **$ 10,000.00** of Construction Cost or fraction thereof.

CONSTRUCTION COST	FEE RANGE
$ 0 to $ 5,000	$ 50.00
$ 5,000 to $ 10,000	$ 80.00
$ 10,000 to $ 20,000	$ 110.00
$ 20,000 to $ 30,000	$ 140.00
$ 30,000 to $ 40.000	$ 170.00
$ 40,000 to $ 50,000	$ 170.00 to $ 200.00
$ 50,000 to $ 100,000	$ 200.00 to $ 350.00
$ 100,000 to $	$ 380.00 to $ 3,050.00

C **FCO FEE**

ALL CONSTRUCTION TYPE	FEE
Building Cost only	**0.25%** of the construction cost

End of Appendix G