

University of North Florida  
Building Code Administration Program

Department of Environmental Health & Safety  
Division of Administrative & Finance  
A University of Florida/University of North Florida Joint Venture

**OBJECTIVE**

This policy is written to establish and implement a Building Code Administration program at the University of North Florida (UNF) and protect the public's life, health, and welfare in UNF's built environment. This Program will be administered by the University of Florida's Environmental Health and Safety Division, Building Codes Enforcement Program (UF EH&S). This Program will be coordinated through UNF's Department of Environmental Health & Safety (UNF EH&S). This protection shall be provided through the currently adopted Building Codes in the Florida State Statutes and the application of the performance based standards contained within (see Appendix A). The Program shall be administered through review of plans and specifications and on-site construction inspections as required to ensure compliance with adopted codes and standards.

**AUTHORITY**

A building code program is mandated by Florida State Statute 240.209, 553.80(6) and F.A.C. Rule 6C-14020(2).

**POLICY**

Florida law and regulations require that all new building construction and modifications to existing buildings be reviewed and inspected for compliance with adopted building codes and standards. The policy requires all University entities charged with building construction, repair, or modifications on University owned property to submit construction plans and specifications for review by the University's Building Code Administrator (BCA). Construction may not begin until a building permit has been issued for said project.

Minor repairs or maintenance projects may occur without a building permit provided they do not violate any provisions of the building codes and they are approved by the BCA.

## **RESPONSIBILITIES**

### **UF Division of Environmental Health and Safety:**

UF EH&S shall appoint a qualified BCA to manage the building code inspection program at UNF. The BCA shall be certified by the Council of American Building Officials and licensed by the Department of Professional Regulation as a Building Official. The BCA shall employ qualified inspectors to administer the building inspection program at UNF.

The BCA will review plans and specifications for compliance with adopted codes and standards. After reviewing these documents, comments and code references will be returned to the UNF project manager and/or architect, as appropriate. A "letter of code compliance" will be issued upon resolution of all outstanding comments. All changes to the project must be approved by the BCA. All proposed change orders shall be submitted to the BCA by the architect at the time of issuance. The BCA will communicate all review comments to the project manager and/or architect in a timely manner. Costs associated with any change order are not required and do not affect approval by the BCA.

The BCA will issue building permits to the contractor upon satisfactory completion of the application process, review and approval of all necessary documents

The UNF Building Code Inspector shall perform timely construction inspections at the request of the appropriate contractor in accordance with the adopted Building Codes. The inspector shall be granted permission to perform any additional inspections, as necessary, to ensure compliance with code requirements and project documents.

Prior to occupancy of a new building or re-occupancy of a renovated building, the BCA shall issue a certificate of occupancy or completion, as appropriate. The certificate of occupancy will state that the building has been constructed in accordance with the building code requirements at the time of permit issuance. The State Fire Marshal and other UNF entities must inspect and certify the building is substantially complete prior to occupancy of the structure.

### **Design Professionals:**

Design professionals shall be responsible for the design of the project in accordance with the appropriate codes and standards listed in the currently adopted Building Codes and State Statutes.

The BCA can provide project review of the design documents at the following times: schematic design, advanced design, 50%, 100%, and final bid construction documents. A "letter of code compliance", stating that the building plans comply with current code requirements, will be issued if all outstanding comments have been resolved.

All changes to the project must be approved by the BCA. All proposed change orders shall be submitted to the BCA by the architect at the time of issuance. The BCA will communicate all review comments to the project manager and/or architect in a timely manner. Costs associated with the change order are not required and do not affect approval by the BCA.

If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, the specifications and each page of the construction documents must be signed and sealed by the appropriate architect and engineer of record.

#### **General Contractor/Construction Manager:**

The general contractor/construction manager (GC/CM) shall apply for the building permit. The GC/CM shall be responsible for code compliance and permit documents. At the time of permit application, the GC/CM shall provide three sets of signed and sealed construction documents and specifications, a list of all subcontractors along with appropriate license numbers, and if applicable, a "letter of code compliance" from the BCA indicating the plans have been reviewed. If a "letter of code compliance" has not been issued by the BCA, three sets of the signed and sealed (if required) final bid construction documents and specifications must accompany the application. A building permit will be issued after review and approval of the BCA. One of the submitted sets of plans and specifications will be returned to the contractor with the building permit and shall be stamped by the BCA stating "Reviewed for Code Compliance". The contractor shall protect and keep these documents on site and shall make them available for the BCA, inspector, architect and UNF officials.

#### **University Construction/Maintenance Services:**

Any university department providing construction/maintenance services shall obtain a permit when required by the currently adopted Building Codes and shall be responsible for building/life safety code compliance on their projects.

At the time of application for the permit, the department shall provide three sets of signed and sealed (if required) plans and specifications that fully indicate the nature and character of the work, a list of all subcontractors (if any) with their

valid state license numbers and the "letter of code compliance" from the BCA. A building permit will be issued after submittals have been reviewed and approved by the BCA.

### **Board of Appeals:**

The Vice President for Administration & Finance shall appoint a Building Code Board of Appeals. This Board shall consist of seven (7) persons appointed for a term of four (4) years or less. One or more alternate members may be appointed. A vote by an alternate appointee would only be registered when one of the seven primary members did not vote. The Board members should have knowledge of the building trades. At least one person from each of the following areas should be appointed to the board: registered architect, professional engineer, general contractor, University Housing, Physical Facilities and Facilities Planning. The BCA shall serve as secretary to the Board. Terms shall be staggered such that no more than 1/3 of the board members are appointed at any one time.

### **PROCEDURES**

- 1) Architects, engineers and UNF design professionals shall prepare documents in accordance with the requirements of the currently adopted Building Codes and State Statutes. Plans shall be drawn to scale with sufficient detail and clarity to indicate the nature and character of the work.
- 2) The project manager or architect shall forward three sets of signed and sealed construction documents (if required) to the BCA for review.
- 3) The BCA shall review the construction documents for code compliance and return comments to the project manager and/or architect, or issue a "letter of code compliance" to the project manager and/or architect in charge of the project.
- 4) The architect, contractor or project manager shall apply for the building permit by submitting appropriate documents as required by the currently adopted Building Codes and State Statutes.
- 5) The BCA will review the permit application documents and issue a building permit if the information is acceptable and complete. The contractor shall review the permit documents and comply with any supplemental instructions and applicable codes.
- 6) General contractors (or University departments acting in the capacity of a contractor under the exceptions noted in the Florida Statutes) shall be

responsible for scheduling inspections with the UNF Building Code Inspector at various intervals as required per the currently adopted Building Codes.

Prior to concealment of any building fire, mechanical, electrical or plumbing systems, the contractor shall request an inspection at least 24 hours in advance of the next work day. Requests shall be made by FAX (904-620-2025) on the Inspection Request/Report Form in (provided by the BCA at the time of permit issuance). Inspections shall be performed, as appropriate and include written inspection reports indicating approvals or necessary corrections to the contractor. Subsequent construction involving any corrections may not proceed until the previous inspection has been completed and approved.

7) At project completion and after all required inspections have been approved and documented, the BCA will issue the appropriate certificate of completion or certificate of occupancy at the written request of the permit holder. The request shall be on company letterhead and include the project name, building number or location and permit number. The request shall also indicate that the project has been completed per the permit documents and all cited code violations have been corrected.

### **TEMPORARY USE**

Prior to the issuance of a Certificate of Occupancy, the General Contractor may obtain temporary use of designated areas of a project for the training of personnel and the installation of owner equipment and furnishings. This use is allowed for owner personnel employed for the express purpose of assisting with move-in and startup operations. The general public or tenants will not be permitted to occupy the building until a Certificate of Occupancy is issued.

The Contractor shall submit letters to the BCA and State Fire Marshal requesting a Temporary Use Authorization of designated areas of the project. The letters shall be on company letterhead and include the project name and number, the permit number, a description and floor plan depicting the areas for temporary use, reason for the request (i.e. install owner equipment or fixtures, employee training, etc.) and a date when the areas will be ready for inspection.

Upon request from the Contractor, the BCA will inspect the designated areas of the building to determine if they are safe to occupy under the temporary use authorization. The General Contractor must also obtain approval from the State Fire Marshal.

Upon inspection approvals, the BCA will authorize the use of the designated areas, pending any special requirements issued by UNF EH&S and/or the State Fire Marshal.

**Note:** The BCA can order vacation of unauthorized areas and electrical power may be disconnected.

## **CORRECTION NOTICES**

1) Correction notices are issued when code violations are found and a return trip by the inspector is required to verify corrections. If code violations are still present when the inspector returns, the contractor can be assessed a re-inspection fee of fifty dollars. Additional notices can incur fees of \$50.00 per occurrence. Payments for re-inspection fees must be payable to UNF and be received by UNF EH&S prior to scheduling a follow up inspection. Contractors will be responsible for payment of re-inspection fees via company check.

2) Notices issued by inspectors will describe specifically what work is deficient. If there are too many items to list in a timely and efficient manner, the inspector may indicate the job is incomplete and not ready for inspection. **Incomplete work is considered a code violation.** Consideration will be given for unavoidable delays or climatic conditions.

3) Contractors must schedule re-inspections in the same manner as regular inspections.

## **FAILURE TO OBTAIN A PERMIT**

Work can commence only after a building permit has been *issued* by the BCA. If work is initiated prior to a building permit being issued, a “stop work” order will be issued and a permit fee of up to 0.5% of the construction cost may be assessed.

## **STOP WORK ORDERS**

A Stop Work order will be issued by the BCA for any work that is contrary to building/life safety codes and constitutes a dangerous or unsafe condition. Work shall be suspended immediately upon issuance of a stop work order. Work may proceed only after approval of the BCA.