



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Building Official Inspection	
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Date Approved/Revised: 10/26/04, 2/28/11	Division: Administration and Finance / Facilities

Section I – General

As a state agency, the College administration is required to develop procedures for inspection of buildings by the Building Official for the College based on the requirements of the currently applicable Florida Building Code (FBC). All permitting and inspections shall be performed in compliance with Chapter One, FBC.

Section II – Plans Review

Plans and specifications shall be reviewed by a licensed architect and/or engineer or certified building official. The plans shall be signed and sealed by the reviewing party.

The Facilities Office shall ensure that plans are examined by the appointed architect/engineer in a timely manner and transmitted to the Building Official.

Section III – Communication

All transmittal of information shall be done via e-mail and hard copy.

Section IV – Annual Facility Permit

In lieu of an individual permit for each alteration to an existing building, the Building Official shall issue an annual Building Permit for Group B occupancies, which may be used to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The permit application shall contain a general description of the work to be performed within the year. The amount expended for maintenance projects may not exceed \$280,000 (F.S. 1013.45(1)e) per maintenance project. A facility maintenance permit is valid for one year. A detailed log of alterations (Renovations and Remodel List) and inspections must be maintained and annually submitted to the Building Official. The Building Official shall be notified of major changes and shall make inspections for items as required by the Code.

Section V – Application and Permit

The permit application shall be filed with the Building Official by the Construction Projects Manager on a Building Permit Application form furnished for that purpose and shall include a general description of the project and identify the Architect/Engineer and Contractor. The application shall include two sets of signed and sealed construction documents. If the project includes a threshold building, a copy of the structural inspection and shoring/reshoring plans must be attached. The structural criteria must be listed on the drawings. Any necessary structural calculations must be provided.

Section VI – Plan Review

The reviewing architect and/or engineer must ensure that the construction documents submitted with the Building Permit Application are reviewed for compliance with all applicable codes and standards. The plans and specifications must be stamped "Reviewed for Compliance" then signed and dated by the plans examiner.

If required, the College must submit the construction documents to the State Fire Marshall or to a local fire marshal with appropriate state certification for review and approval.

Section VIII – Exemption for Plans Examination

A permit, but not plans examination, is required for replacement of existing equipment, re-roofing, minor mechanical, electrical or plumbing repairs (under \$50,000), prototype plans, or anything under an annual maintenance permit. Ordinary minor repairs that do not violate any provision of the technical code may be made without a permit with the approval of the Building Official.

Section IX – Refusal to Issue

If the Building Official refuses to issue a permit, he/she shall return the contract documents promptly. The refusal shall be in writing via e-mail and shall contain specific reasons for refusal.

Section X – Asbestos

Each permit to renovate or demolish an existing building shall contain a statement which shall require the Owner to comply with 469.003 FS for removal of asbestos.

Section XI – Inspections

Inspections by the Building Official shall be performed in accordance with Section 105, FBC, and the timing and sequence shall be determined for each individual project.

Section XII –Threshold Inspection

Threshold buildings shall be inspected by a special inspector pursuant to a structural inspection plan prepared by the Architect/Engineer. "Threshold building" means any building which is greater than three stories or 50 feet in height or which has an assembly occupancy classification, as defined in the Florida Building Code, which exceeds 5,000 square feet in area and has an occupant content of greater than 500 persons.

Section XIII – Certificate of Occupancy

No new building shall be occupied until the Building Official has issued a Certificate of Occupancy. Upon completion of construction of a building and after the final inspection the Building Official shall issue a Certificate of Occupancy which shall state the nature of the occupancy permitted the number of persons for each floor when limited by law, and the allowable load per square foot.

NOTE: Copies of the Building Permit Application referenced in this procedure are available for review on the Plant Operations website. The College reserves the right to modify forms as necessary.

Vice President, Administration & Finance		Date:
Approved by President		Date: