

# Building Code Enforcement Policy

## Description

## OBJECTIVE

The objective of this policy is to establish and implement a building code enforcement program for the University of Florida to protect life, health, and welfare in the built environment. This protection shall be provided through the state of Florida's implementation of the Florida Building Code and the application of the performance-based standards contained within it. The program shall be administered through review of plans and specifications and on-site construction inspections as required to ensure compliance with State of Florida codes and standards.

## POLICY

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 all University entities charged with building construction, repair, or modifications including but not limited to E&G, Health Center, Shands, IFAS, Housing, UAA, Greek Housing, or UF Foundation on University owned property to submit construction plans and specifications for review by the University's Building Code Administrator. No construction may begin until a building permit has been issued for said project and appropriate fees have been received.

Minor repairs may be made with the written approval of the Building Code Administrator without a permit, provided that such repairs shall not violate any of the provisions of the Florida Building Code.

For buildings outside of Alachua County, EH&S may contract with qualified outside inspection agencies for inspections of construction projects. Plan review shall be performed by the University's Building Code Administrator or designee.

## AUTHORITY

By authority delegated from the University President, the Vice-President for Business Affairs is responsible for the safety of all University facilities. Under this authority, policies are developed to provide a safe teaching, research, service, housing and recreational environment.

## RESPONSIBILITIES

[su\_spoiler style="fancy" icon="chevron" title=" Environmental Health and Safety (EH&S) "] EH&S shall appoint a qualified Building Code Administrator to manage the building code inspection department. The Building Code Administrator shall be certified and licensed by the Department of Professional Regulation as a Building Code Administrator. The Building Code Administrator shall employ duly licensed inspectors to administer the building inspection program.

EH&S will review plans and specifications for compliance with adopted codes and standards. After reviewing the documents, comments will be returned with appropriate references. A “letter of code compliance” will be issued upon resolution of all outstanding comments.

A building permit will be issued to the contractor upon satisfactory completion of the application process and receipt and review of all necessary documents.

EH&S shall perform construction inspections in accordance with the requirements of the Florida Building Code. EH&S inspectors shall be granted permission to perform any additional inspections, as they deem necessary to ensure compliance with code requirements and project documents.

Prior to occupancy of a new building, EH&S shall issue a certificate of occupancy. The certificate of occupancy will state the building is complete, constructed in accordance with the plans and specifications, and meets the minimum code requirements at the time of issuance of the building permit.

Prior to re-occupancy of a renovated building, EH&S shall issue a certificate of completion. The certificate of completion will state the renovated portions of the building are complete, constructed in accordance with the plans and specifications, and meets the minimum code requirements at the time of issuance of the building permit.

Fees for these services shall be borne by the project and will be billed directly to the appropriate construction account. The fees shall be assessed in accordance with the [Code Permit Fee Schedule](#). Additional fees as mandated by state statute shall also be included in addition to the normal fee schedule. If fees cannot be billed to a project, the applicant must pay by company check made out to University of Florida EH&S.

[/su\_spoiler] [su\_spoiler style="fancy" icon="chevron" title=" Design Professionals "] Design professionals shall be responsible for the design of the project in accordance with the appropriate adopted codes and standards. EH&S shall review the design documents at the following times for major projects: schematic design, advanced design, 50%, 100%, and final bid construction documents. A major project shall be defined as a project with a construction cost greater than \$500,000. All other projects shall be reviewed at the 50%, 100% and final bid construction documents. A “letter of code compliance” stating the building plans comply with current code requirements will be issued if all outstanding comments have been resolved, prior to the issuing of the building permit.

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 construction documents and specifications must be signed and sealed by the architect and engineers of record. Please refer to our digital plan submittal page and fillable forms.

[/su\_spoiler] [su\_spoiler style="fancy" icon="chevron" title=" General Contractor/Construction Manager "] The general contractor/construction manager (GC/CM) shall apply for the permit. At the time of application for a permit the GC/CM shall provide one set of electronic documents and specifications, a list of all subcontractors including appropriate license numbers, and the “letter of code compliance” indicating the plans have been reviewed by EH&S and all outstanding review items have been resolved. Please see our digital plan submittal page and forms. If a “letter of code compliance” has not been issued by EH&S, an electronic copy of the final bid construction documents and specifications must accompany the application. A building permit will be issued once these items have been reviewed

and approved by the Building Code Administrator and staff. A link to the permit approved electronic copy will be provided for use in the field.

The GC/CM shall be responsible for scheduling all required inspections. Subsequent construction may not proceed until the previous inspection has been completed and approved. When the GC/CM believes the project is complete, the GC/CM shall request a certificate of completion or certificate of occupancy be issued.

[/su\_spoiler] [su\_spoiler style="fancy" icon="chevron" title=" University Department's Providing Construction/Maintenance Services "] Any university department providing construction/maintenance services (department) for either themselves or another University entity shall be required to obtain a permit when required by the Florida Building Code. At the time of application for the permit, the department shall provide one set of electronic documents and specifications, a list of all subcontractors (if any) and their license numbers, and the "letter of code compliance". If a "letter of code compliance" has not been issued by EH&S, an electronic copy of the final bid construction documents and specifications must accompany the application. A building permit will be issued after these items have been reviewed and approved by the Building Code Administrator.

The department shall be responsible for scheduling all required inspections in accordance with the plan developed. Subsequent construction may not proceed until the previous inspection has been completed and approved. When the department believes the project is complete and all inspections have been completed, the department shall request a certificate of completion be issued.

[/su\_spoiler] [su\_spoiler style="fancy" icon="chevron" title=" Board of Appeals "] The Director of Environmental Health and Safety shall appoint a Building Code Board of Appeals. The 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 officials 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, Division of Housing, Health Center, IFAS and UF Planning, Design, and Construction. The Building Code Administrator 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.

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## **PROCEDURES**

Architects, engineers, University design professionals shall prepare documents in accordance with the requirements of the currently adopted Florida Building Code.

The appropriate Facilities Design office shall forward the electronic construction documents to EH&S for review.

EH&S shall review the construction documents for code compliance. EH&S will return comments to the submitting agency or issue a "letter of code compliance".

The GC/CM or department shall apply for the building permit.

EH&S will review the building permit application and issue a building permit if all information supplied is

acceptable and complete.

EH&S shall perform inspections at the request of the permit holder/contractor of record.

After the building is substantially complete and all required inspections have been performed, the building official will issue the appropriate certificate of completion or certificate of occupancy.