

Polk State College Procedure

Subject	Reference	Date	Number
Florida Building Code Compliance Program	F.S. 1013.38 F.S. 1013.371 Board Rule 5.23	February 4, 2020	7009

I. Purpose

The purpose of this procedure is to establish and implement The Polk State College Building Code Compliance Program to administer the *Florida Building Code* (FBC) that became effective on March 1, 2002. Adherence to the *Florida Building Code* is necessary and in the interest of public health and safety and is provided for through compliance with all adopted codes and standards. Code administration is coordinated through the Facilities Department.

II. Authority

Sections 1013.38 and 1013.371 of *Florida Statutes* require college boards to provide code administration of the *Florida Building Code* (FBC). *Florida Statutes* Section 553.73, and Section 423: *Special Occupancy* of the *State Requirements for Educational Facilities*, require each college board to ensure that its facilities conform to the appropriate sections of the *Florida Building Code*, *Florida Fire Prevention Code*, or, where applicable and as authorized in other sections of law, other building codes and life-safety codes.

Florida laws and regulations require that all renovation, remodeling, new construction, and maintenance projects be reviewed and inspected for compliance with adopted codes and standards. Further, a college engaging in building construction, repair, or modifications must submit construction documents (e.g., drawings and specifications) for review and obtain a building permit for construction. After proper inspection and completion, the building, or remodeled, renovated spaces are certified for occupancy or re-occupancy.

III. Definitions

- A. Allowed Limit – Cost is defined in Section 1013.371(3) of Florida Statutes.
- B. Construction Project – This refers to any renovation, remodeling, new construction, or maintenance project, as well as the repair of existing facilities.
- C. Construction Documents – This includes all drawings and specifications related to construction.
- D. Day-Labor Project – This refers to any one construction project that is estimated not to exceed the allowed limit, where Board employees and/or contracted labor provide the work. Day-labor projects are subject to the same building and life-safety codes as new construction projects.

- E. Routine Maintenance – Maintenance projects include construction, renovation, and/or remodeling projects that must be reviewed for compliance with the *Florida Building Code* and the *Prevention Code* and must be permitted accordingly.
- F. Self-Performing – This refers to the use of Board employees certified to administer the Building Code Compliance Program for adherence to *Florida Building Code* regulations.
- G. The Building Code Administrator (BCA), Plans Examiner (Plans Ex.), and Building Code Enforcement Official (Inspector) can be:
 - 1. Employees of the College.
 - 2. Associated with an independent agency licensed by the Department of Business and Professional Regulation (DBPR).
 - 3. Associated with a local governance having jurisdiction over the project or facility.

IV. Responsibilities

- A. The District Director of Facilities is responsible for direction and management of the Polk State College Building Program. The Director designates a BCA who is certified and licensed by the Department of Business and Professional Regulation. The BCA administers the document-review and construction-inspection processes for code compliance.
- B. If the level of work requires the involvement of a design professional (A/E) as described in Chapter 471 and Chapter 481 of the *Florida Statutes*, the construction documents must be signed and sealed by the Architect and/or Engineers of Record.
- C. The General Contractor or Construction Manager (GC/CM) is responsible for scheduling all required inspections in accordance with the plan developed with the BCA. The GC/CM must provide the BCA with a minimum of 24 hours' notice prior to inspection. At substantial completion, the GC/CM must notify the A/E that the project is substantially complete and ready for occupancy or re-occupancy.

V. Process

- A. Renovation, remodeling, new construction, and maintenance projects require permitting and inspection.
- B. Construction documents utilized in the performance of any projects must be sealed by the Architect and/or Engineer of Record and submitted to the Building Code Administrator. A certified Plans Examiner must review construction documents for compliance with adopted codes and standards. Plans are also to

be reviewed and approved by the local Fire Marshall having jurisdiction. After document review, comments (if any) must be returned with appropriate references. A *Letter of Code Compliance* is issued after final review and approval of 100% of the construction documents (Phase III Plans) and upon resolution of all outstanding comments and mandatories. The College, at its discretion, may submit Phase III Plans for review by the Florida Department of Education if the project has an estimated construction value that exceeds the allowed limit. Upon receipt of the *Letter of Code Compliance* from the Building Code Administrator, the General Contractor and/or Construction Manager (GC/CM) submit a request for a building permit to the BCA.

Upon satisfactory completion and submission of information, the project may be issued a building permit.

- C. The BCA, in conjunction with the GC/CM, must develop a mandatory inspection schedule to facilitate inspection points throughout construction. The local Fire Marshall and Building Inspector (BI) must inspect and certify that the newly renovated or remodeled building (or portions thereof) is substantially complete prior to occupancy or re-occupancy.

Prior to occupancy of a new building (or re-occupancy of a renovated or remodeled building--or portions thereof), the BCA must issue a *Certificate of Occupancy or Re-Occupancy*.

- D. The *Certificate of Occupancy or Re-Occupancy* declares that the new, remodeled, or renovated building (or portions thereof), are complete and constructed in accordance with the construction documents; the certificate also indicates that that building meets the minimum code requirements at the time of issuance of the building permit.
- E. Maintenance projects are subject to the same building and life-safety codes as new construction and may not exceed the allowed limit per project.
 - 1. An *Annual Facility Maintenance Permit* facilitates routine maintenance, emergency repairs, building refurbishment, and minor renovations performed on systems and equipment. The permit is valid for one year from the date of issue. The Polk State College Work Order System provides for detailed record keeping of all work performed under the *Annual Facility Maintenance Permit*. The *Facilities Work Order* has an inspection-approval block for any project that requires inspection.
 - 2. The Facilities Department retains documentation of maintenance projects performed under this permit. This documentation is submitted annually to the Florida Department of Education's Office of Educational Facilities.

History:

Adopted: July 16, 2002
 Revised: July 27, 2010; and February 4, 2020

	2/5/2020		2/5/2020
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/5/2020
President's Approval			Date