

Polk State College Procedure

Subject	Reference	Date	Number
Florida Building Code Compliance Program	Board Rule 5.23	7/27/10	7009

I. PURPOSE

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

II. AUTHORITY:

Sections 1013.38 and 1013.371 Florida Statute require College Boards to provide Code Administration of the Building Code (FBC). Florida Statutes 553.73 and the Special Occupancy Section 423 of the State Requirements for Educational Facilities requires each College Board to ensure that facilities comply with building codes and the safety codes.

Florida laws and regulations require new construction, renovation, remodeling and maintenance projects be reviewed and inspected for compliance with adopted codes and standards. Further, colleges engaging in building construction, repair, or modifications, must submit construction documents (drawings and/or specifications) for review, and obtain a building permit for construction, which, after proper inspection and completion, is certified for occupancy or re-occupancy.

III. DEFINITIONS:

- A. Allowed Limit – Cost set by Office of Educational Facilities State Board of Education.
- B. Construction Project -- New construction, renovation, remodeling, maintenance and repair of existing facilities.
- C. Construction Documents -- Drawings and/or specifications.
- D. Day Labor Projects - Any one (1) construction project estimated not to exceed the allowed limit, where Board employees or contracted labor provide the work. Day labor projects are subject to the same building and life safety codes as new construction. The Board may use subcontractors for portions of day labor projects.
- E. Routine Maintenance - Maintenance work with an aggregate value up to the allowed limit for one (1) year. Maintenance projects estimated not to exceed the allowed limit including construction, renovation and/or remodeling, shall be reviewed for compliance with the Code and Rule, and will be permitted accordingly.
- F. Self-Performing -- Use of Board employees certified to administer the Building Program for Florida Building Code (FBC) compliance.

- G. Building Code Administrator (BCA), Plans Examiner (Plans Ex.), Building Code Enforcement Official (Inspectors) can be either of the following:
 - 1. Employees of the College
 - 2. Associated with an independent agency licensed by the DBPR (Department of Business and Professional Regulation)
 - 3. Associated with local governance having jurisdiction

IV. RESPONSIBILITIES:

- A. The Director of Facilities-District shall be responsible for direction and management of the Polk State College Building Program. The Director shall designate a BCA who shall be certified and licensed by the Department of Business and Professional Regulation. The BCA shall administer documents review and construction inspection process for code compliance.
- B. Design Professionals (A/Es) -- 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 must be signed and sealed by the Architect and/or Engineers of record.
- C. General Contractors/Construction Managers (GC/CMs) -- The GC/CM shall be responsible for scheduling all required inspections in accordance with the plan developed with the BCA. The GC/CM must provide the BCA a minimum of twenty-four (24) hours notice prior to inspection. At substantial completion, the GC/CM shall 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 shall be sealed by the Architect and/or Engineer of Record and shall be submitted to the Building Code Administrator. A certified Plans ex. shall review construction documents for compliance with adopted codes and standards. Plans shall also be reviewed and approved by the Local Fire Marshall as required. After document review, comments, if any, shall be returned with appropriate references. A Letter of Code Compliance shall be issued after final review and approval of 100% construction documents (Phase III plans), upon resolution of all outstanding comments and mandatory's. The College, at its discretion, may submit Phase III plans for projects with an estimated construction value of \$280,000 or more to the Department of Education (DOE) for review. Upon receipt of letter of Code Compliance from the Building Code Administrator, the General Contractor and/or Construction Manager (GC/CM) shall submit to the BCA a request for a building permit.

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

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

Prior to occupancy of a new building or re-occupancy of a renovated/remodeled building or portions thereof, the BCA shall issue a Certificate of Occupancy or Re-Occupancy.

- D. Certificate of Occupancy or Re-Occupancy declare the new or renovated/remodeled building or portions thereof, are complete and constructed in accordance with the construction documents and meet the minimum code requirements at the time of issuance of the building permit.



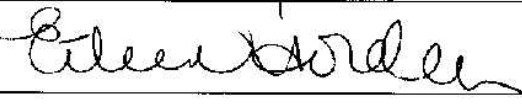
- E. Maintenance projects are subject to the same building and life safety codes as new construction and may not exceed the allowed limit per project.

1. Annual Facility Maintenance Permit shall facilitate routine maintenance, emergency repairs, building refurbishment and minor renovations of systems and equipment. The permit is valid for one (1) year from date of issue. The Polk State College Work Order System shall provide for the administration and detailed record keeping of all work performed under the Annual Facility Maintenance Permit. An inspection approval block shall be included in the Maintenance Work Order for any project that requires inspection.

2. Documentation of maintenance projects performed under the permit, shall be maintained at Facilities Department and submitted annually to the Florida Department of Education, Office of Educational Facilities.

History: Adopted: July 16, 2002
 Revised: July 27, 2010

Distribution: All Holders of PSC Procedure Manuals

	7/27/10		7/27/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			7/27/10
President's Approval			Date