

FLORIDA  
COMMUNITY  
COLLEGE  
AT JACKSONVILLE

# Florida Community College at Jacksonville

## Building Code Administration Manual

Date of Document: December 12, 2001

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# 1. Introduction

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**Purpose** The purpose of this manual is to establish and implement the administration and enforcement of the Florida Building Code (FBC) 2001 at Florida Community College at Jacksonville (FCCJ) in accordance with state law and in the interest of public health and safety.

This manual provides instruction regarding FBC plan review, permitting, and inspection. It is not intended to provide a synopsis of code requirements.

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**Authority** Florida Statute (FS) 235.017 requires the FCCJ District Board of Trustees to comply with building codes and life safety codes.

FS 235.26 further details this issue by requiring compliance with the Florida Building Code and the Florida Fire Prevention Code effective March 1, 2002. FS 235.26 further allows community college boards the option to administer and enforce code provisions or utilize the services of local building departments (in our case, the City of Jacksonville).

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**Policy** At FCCJ, FBC administration and enforcement will be internally administered. Therefore, all College administration and facility management staff must understand their roles and responsibilities to ensure proper code compliance.

Simply stated, all facility major maintenance, renovation, remodeling, and new construction performed at FCCJ shall comply with the FBC and all other applicable building codes. This policy requires that all College entities performing maintenance, renovation, remodeling, and new construction

- Submit construction documents (drawings and/or specifications) for plan review,
  - Request and obtain a building permit prior to construction start,
  - Ensure proper inspection during construction, and
  - Certify completion prior to occupancy or re-occupancy.
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## 2. Terms and Definitions

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Common terms and definitions associated with plan review, permitting, and inspection are:

<b>Certificate of Occupancy</b>	The Certificate of Occupancy is a document signed by the Building Code Administrator certifying that the scope of work defined in the related permit complies with the codes in effect on the date the permit was issued. New buildings, additions, renovations, and remodeling shall not be occupied until the Certificate of Occupancy is signed.
<b>Construction Documents</b>	Project plans, drawings and/or specifications.
<b>Day Labor Projects</b>	Any one construction project estimated to cost \$200,000 or less where College employees or contracted labor provide the work. Day labor projects are subject to the same building and life safety codes as new construction.
<b>Maintenance and Repair</b>	<p>The upkeep of educational and ancillary plants including, but not limited to:</p> <ul style="list-style-type: none"><li>■ Roof or roofing replacement (short of complete replacement of membrane or structure)</li><li>■ Repainting of interior and exterior surfaces</li><li>■ Resurfacing of floors</li><li>■ Repair or replacement of glass and hardware</li><li>■ Repair of furniture, equipment, electrical fixtures and plumbing fixtures</li><li>■ Repair or resurfacing of parking lots, roads and walkways</li></ul> <p>Maintenance and repair <u>does not include new construction, remodeling, or renovation</u> except for the replacement of equipment with equivalent items.</p>
<b>Modification</b>	Any new addition to or renovation of existing building or any part of a building.
<b>New Construction</b>	Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction.

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## 2. Terms and Definitions, Continued

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<b>Phase I Schematic Design Documents</b>	<p>Phase I documents are essentially concept drawings that could include, but are not limited to the following:</p> <ul style="list-style-type: none"><li>- Site plans</li><li>- Flood zone/flood plain information</li><li>- Environmental studies</li><li>- Floor plans</li><li>- Public shelter features, if applicable</li><li>- Life safety plan</li></ul>
<b>Phase II Design Development Documents</b>	<p>Phase II documents continue the development of the project schematics to include the following:</p> <ul style="list-style-type: none"><li>- More developed site plans addressing landscaping, water/sewage systems, physical features, etc.</li><li>- Tree planting plan</li><li>- Soil testing results</li><li>- Life safety plan including fire alarm, fire sprinkler, exit signs, emergency power/lighting, fire extinguishers, etc.</li><li>- Exterior building elevations</li></ul>
<b>Phase III Construction Documents</b>	<p>Phase III documents are final drawings and specifications that are ready for construction.</p>
<b>Project</b>	<p>A project may be:</p> <ul style="list-style-type: none"><li>- An architectural/engineering project where specific education requirements are translated into drawings and specifications.</li><li>- A construction project where plans and specifications are used to build a structure.</li><li>- A prototype project where the plans and specifications are intended for use at other sites; they will be updated for site-specific requirements.</li></ul>
<b>Remodel</b>	<p>The changing of existing facilities by rearrangement of space and/or use. The use and occupancy of the spaces may be changed.</p>

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## 2. Terms and Definitions, Continued

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**Renovation**

The rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment. The use and occupancy remain the same. It includes, but is not limited to, interior or exterior reconditioning of

- Facilities and spaces,
- Air conditioning,
- Heating or ventilating equipment,
- Fire alarm systems,
- Emergency lighting,
- Electrical systems,
- Complete roofing or roof replacement, including replacement of membrane or structure.

**Routine Maintenance**

Maintenance projects costing less than \$200,000. These projects are subject to the same building and life safety codes and standards as new construction but may not require individual plan review prior to the start of work. Routine maintenance work includes the following types of work:

- Routine maintenance
- Emergency repairs
- Building refurbishment
- Minor renovations of systems and equipment

All routine maintenance work is subject to inspection for code compliance.

**Site**

Land occupied or to be occupied by an educational facility or program.

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### 3. Roles & Responsibilities

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**Building Code Administrator** A qualified Building Code Administrator shall manage the College's Building Code administration program.

The Building Code Administrator shall ensure that the designs detailed in construction documents comply with the FBC. Further, the Building Code Administrator shall implement an inspection program to ensure code compliance throughout the course of construction.

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**Campus Plant Maintenance Department** Campus Plant Maintenance departments are responsible for the day-to-day operations and maintenance of the College's campuses. Campus plant maintenance staffs are also capable of performing minor renovation and remodel work within the standards of the FBC and any other applicable codes.

Any College plant maintenance employee providing construction/maintenance services other than replacement shall ensure the plan review, permitting, and inspection requirements of the FBC are met.

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**Contractors** Contractors performing work for the College shall meet with the Building Code Administrator to develop a building inspection schedule prior to the commencement of work. The General Contractor shall be responsible for scheduling all required inspections in accordance with the plan developed. The Contractor must give the Building Code Administrator or appropriate FBC Inspector a minimum of a 24-hour notice prior to inspection. At substantial completion, the General Contractor shall request a certificate of occupancy or re-occupancy.

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**Design Professionals** Design professionals (architects and engineers) shall be responsible for project design in accordance with the appropriate codes and standards. The architects and engineers of record shall sign and seal construction documents.

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**Facilities Management & Construction Department** The College's Facilities Management and Construction department (Facilities) shall be responsible for College-wide plan approval, permitting, and inspection. The College's Building Code Administrator shall be assigned to the Facilities department.

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### 3. Roles & Responsibilities, Continued

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**FBC Inspectors** FBC inspectors shall be assigned to the Facilities department under the administration of the Building Code Administrator and shall be responsible for providing the on-site quality assurance of construction work required to ensure code compliance.

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**Fire Safety Inspector** The fire safety inspector shall be responsible for identifying and reporting all college fire safety hazards and deficiencies in accordance with Florida State Statutes, National Fire Protection Association rules, Florida Board of Education rules, the Florida Building Code, applicable ordinances, and the rules, regulations, and procedures of the college.

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## 4. Plan Review, Permitting, and Inspection Procedures

**Introduction**      Regardless of whether needed facility work is maintenance, renovation, remodel, or new construction, all work must comply with the requirements of the FBC. As a result, major maintenance, renovation, remodel, and new construction must undergo a plan review prior to issuance of a permit. A permit must be on hand prior to work start.

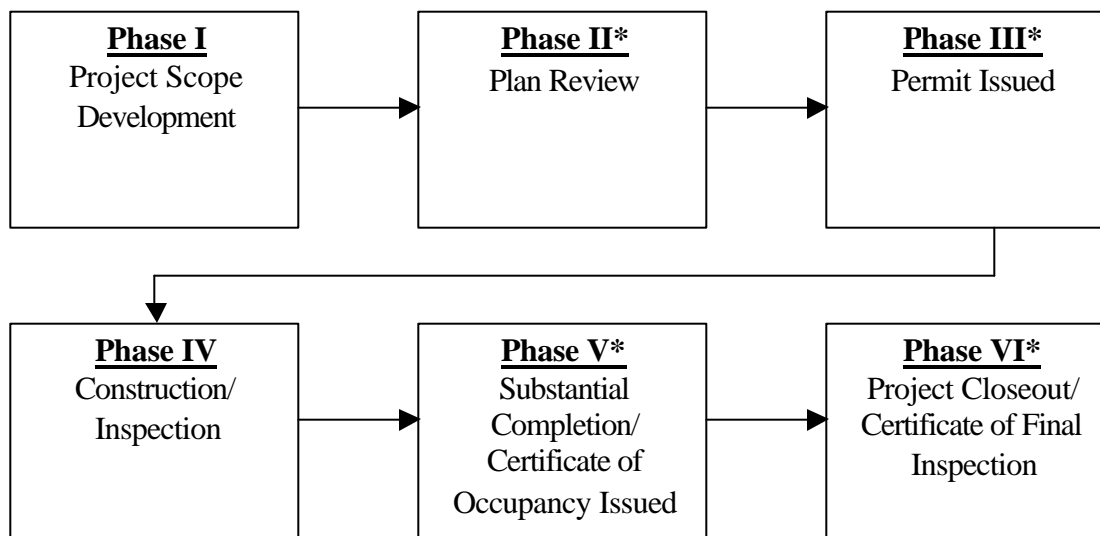
**Allowable Exception to Permitting**      The only exception by the FBC to the requirement to individually permit work is that, in general, minor routine maintenance work does not require a separate permit—maintenance work up to \$200,000 per project will be covered by a blanket campus permit for maintenance. It's anticipated that much routine minor maintenance will not require plan review prior to requesting inspection.

**In this Section**      The following processes are described in this section.

Topic	See Page
4.1 Overview	8
4.2 Reporting Routine Maintenance to the Building Code Administrator	9
4.3 Major Maintenance, Renovation, Remodel, and New Construction Plan Review and Permitting	11

## 4.1 Overview

**Project lifecycle phases** Facility major maintenance, renovation, remodel, and new construction projects have at least six distinct lifecycle phases as depicted below.



\* Not required for routine maintenance

### Phase descriptions

Phase I: Project Scope Development—the scope of the intended work must be defined in order to achieve a satisfactory solution.

Phase II: Plan Review—project plans and specifications must be reviewed by licensed professionals to ensure compliance with the FBC.

Phase III: Permit Issued—prior to the start of construction, a building permit must be issued certifying that the design meets the requirements of the FBC.

Phase IV: Construction/Inspection—the FBC requires the inspection of ongoing construction to ensure code compliance.

Phase V: Substantial Completion—the Building Code Administrator must certify a renovated, remodeled, or new constructed facility meets all applicable codes and is ready for occupancy or re-occupancy.

Phase VI: Project Closeout—as implied, all the remaining issues to be resolved after substantial completion, including final payments to the contractor, design professional, issuance of the certificate of final inspection, etc.

## 4.2 Reporting Routine Maintenance to the Building Code Administrator

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**Overview** FCCJ will use annual facility maintenance permits (see Forms) to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment on the campuses. For work of this type, the cost shall not exceed \$200,000 per project.

Annual facility maintenance permits will be valid for one (1) year, typically a calendar year.

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**What is “Routine Maintenance”?** Routine maintenance is defined in Section 2, *Terms and Definitions*, as “Maintenance projects costing less than \$200,000. These projects are subject to the same building and life safety codes and standards as new construction but may not require individual plan review prior to the start of work. Routine maintenance includes the following types of work:

- Routine maintenance
  - Emergency repairs
  - Building refurbishment
  - Minor renovations of systems and equipment”
- 

**Routine maintenance must be reported** Although the FBC does not require plan review for work accomplished under annual facility maintenance permits, the campuses and sites must ensure code compliance of all maintenance work. The Building Code Administrator reserves the right to inspect as necessary.

In order to notify the Building Code Administrator of routine maintenance work underway, campus plant maintenance departments must submit a *Routine Maintenance Report* (see Forms) for any routine maintenance work costing more than \$50,000.

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**A detailed log must be maintained** Each campus plant maintenance department must maintain a detailed log of alterations and inspections (see Forms) to be submitted annually to the Building Code Administrator. The Building Code Administrator shall maintain at least a three-year archive of the campus logs.

The campus plant maintenance departments shall submit copies of their logs to the Building Code Administrator by December 1 each year.

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## 4.2 Reporting Routine Maintenance to the Building Code Administrator, Continued

**What happens if code violations are found?**

If the Building Code Administrator identifies a pattern of code violations at a particular campus or site, the issuance of future annual facility maintenance permits may be withheld.

If an annual permit is withheld, the campus plant maintenance department shall be required to individually permit all facility work.

**Submitting a Routine Maintenance Report**

To report routine maintenance work costing more than \$50,000, each campus plant maintenance supervisor shall do the following:

Step	Action
1	Fill out the <i>Routine Maintenance Report</i> completely (type or print legibly); ensuring all blocks, especially the "Maintenance/Repair Work Description," are filled out in sufficient detail.
2	Sign for form.
3	Forward the original form with any needed supplemental information to the Building Code Administrator at least one week (five business days) prior to work start.
4	Keep one (1) copy of the completed <i>Routine Maintenance Report</i> in the campus plant maintenance department.  Note: Recommend all <i>Routine Maintenance Reports</i> forms for a specific campus or site be filed in a three-ring binder.

### 4.3 Major Maintenance, Renovation, Remodel, and New Construction Plan Review and Permitting

**Overview** Florida Statute 553.80 (6) (a) states,

*“...state community colleges...shall conduct plan review and construction inspections to enforce building code compliance for their building projects that are subject to the Florida Building Code. Such entities shall use personnel or contract providers appropriately certified...to perform the plan reviews and inspections required by the code. Under such arrangements, such entities shall not be subject to local government permitting requirements, plans review, and inspection fees. State...community colleges...shall be liable and responsible for all of their buildings, structures, and facilities.”*

The process to request plan review and permitting for major maintenance, renovation, remodel, and new construction will typically be initiated by a design professional working on the behalf of the College.

**Plan review/permit request process**

The process to request plan review and permitting shall be initiated by using the *Building Permit/Plan Review Request* form (see Forms) as detailed below.

<b>Step</b>	<b>Action</b>
1	The design professional shall complete the <i>Building Permit/Plan Review Request</i> ; then submit it to the respective campus Director of Administrative Services (DAS) for signature.
2	The DAS shall sign the form ensuring the appropriate level of design review (Phase I, II, or III) is requested.
3	The DAS shall transmit the design package and completed form to the Building Code Administrator.
4	The Building Code Administrator shall ensure the appropriate level of design review is accomplished in accordance with the flow chart depicted in Figure 4-A.
5	After the completion of design review, the Building Code Administrator shall forward the appropriate comments to the design professional by letter with a copy to the respective campus DAS.

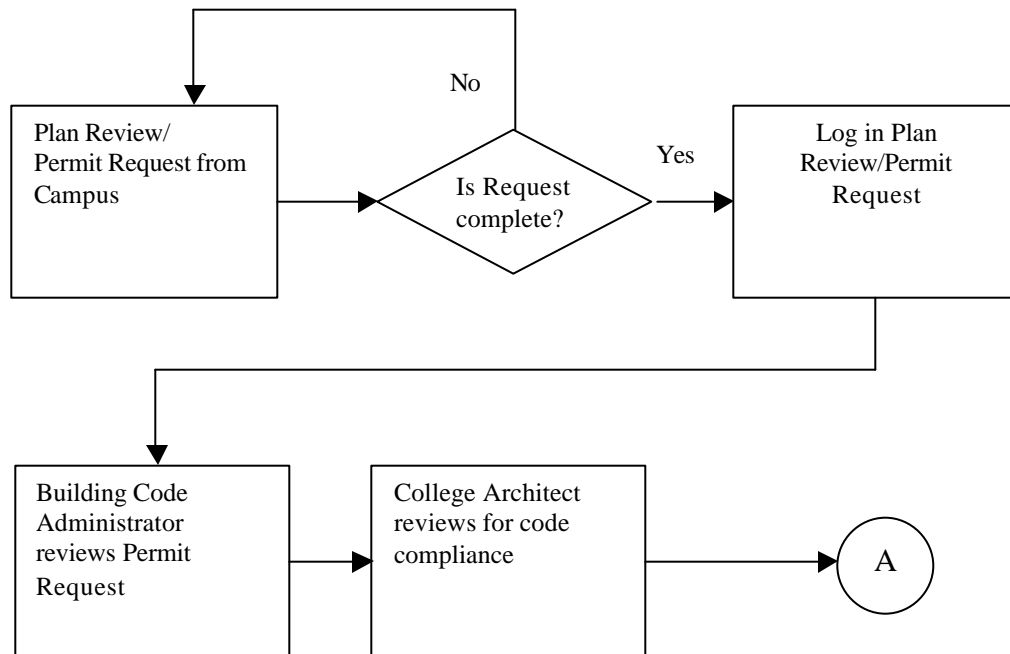
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### 4.3 Major Maintenance, Renovation, Remodel, and New Construction Plan Review and Permitting, Continued

6	<p>Once the mandatory provisions of the FBC have been satisfied in the design package, a building permit will be issued.</p> <p><b>Note: The Building Permit must specify the entity accomplishing the work. In the case of contract accomplishment, the contractor’s name shall be used. For minor renovation and remodel work using in-house campus resources, the “contractor” name will be the appropriate campus plant maintenance department.</b></p>
7	<p>Prior to the start of work, the contractor shall provide a construction work schedule to the Building Code Administrator.</p>

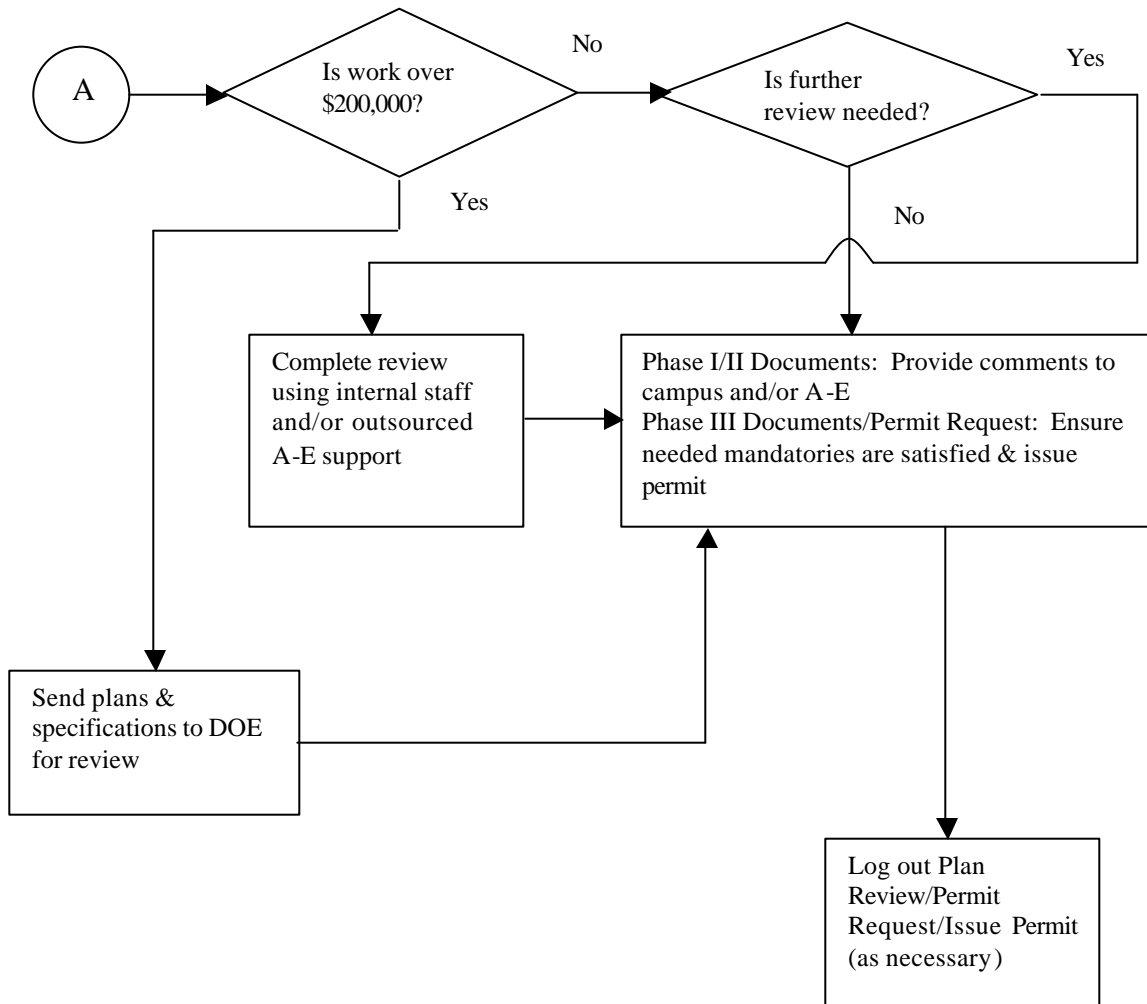
**Process flowchart**

The typical plan review and permitting process flow is shown below.



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### 4.3 Major Maintenance, Renovation, Remodel, and New Construction Plan Review and Permitting, Continued



## 5. Display of Permits

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**Routine  
maintenance**

Each campus shall display their annual facility maintenance permit in the office of their respective campus plant maintenance supervisor.

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**Individual  
building  
permits**

Building permits shall be posted in a conspicuous place in the actual project work area.

The permit shall be protected from the weather and located to allow the convenient access by the Building Code Administrator and inspectors.

The permit shall remain in place until the Certificate of Occupancy has been issued.

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## 6. Occupancy of Renovated, Remodeled, and Newly Constructed Facilities

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**Introduction** Prior to the occupancy of any new facilities or re-occupancy of a renovated or remodeled building or portions thereof, the project must be substantially complete and a Florida Department of Education Certificate of Occupancy must be on file.

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**What is Substantial Completion?** A project shall be considered substantially complete when

- The A-E of record has certified substantial completion by issuing an American Institute of Architects (AIA) Form G704 or equivalent, and
- The Building Code Administrator, A-E, contractor, and owner's representative have signed the Certificate of Occupancy certifying the building is safe for use.

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**Certificate of Occupancy** The College shall use the Florida Department of Education *Certificate of Occupancy* form for its Certificate of Occupancy.

To restate, a signed Certificate of Occupancy shall confirm that

- The completed project meets its intended purpose,
- Project work complies with all applicable codes and standards, and
- The building is safe for occupancy.

Note: The Florida Department of Education Certificate of Occupancy form is not included in this manual.

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**Certificate of Final Inspection** The Florida Department of Education *Certificate of Final Inspection* (not included in this manual) shall be used to certify final project closeout. A signed Certificate of Final Inspection shall confirm that,

- All work has been completed in accordance with the project documents,
  - All work is code compliant,
  - The Board has accepted the project, and
  - The physical plant inventory has been updated to reflect any space use changes resulting from the completed project.
-

## 7. Forms

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**Overview** The following forms shall be used to report routine maintenance, request plan review/permitting, and permit approved facility work.

<b>Form</b>	<b>See Page</b>
Annual Facility Maintenance Permit	17
Alteration/Inspection Log form	18
Routine Maintenance Report	19
Building Permit/Plan Review Request	20
Building Permit	21

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Florida Community College at Jacksonville

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## Annual Facility Maintenance Permit

Permit 200\_ - *site number* – M

is issued to

\_\_\_\_\_ **Campus**

for the one (1) year period of

**January 1, 200\_ to December 31, 200\_**

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### Permit Limitations

1. In accordance with Florida Statute 553.80 (6)(d), this Annual Facility Maintenance Permit is issued to authorize the following types of work on campus:
    - Routine maintenance
    - Emergency repairs
    - Building refurbishment
    - Minor renovations of systems and equipment
  2. The amount expended for any maintenance project authorized by this permit shall not exceed \$200,000.
  3. Use of this permit requires campus administration to
    - Maintain a detailed log of alterations and inspections,
    - Submit a copy of the alterations/inspections log annually to the FCCJ Building Code Administrator, and
    - Submit a *Routine Maintenance Report* to the Building Code Administrator for any maintenance project costing in excess of \$50,000.
- 

Permit approval:

\_\_\_\_\_  
Building Code Administrator

\_\_\_\_\_  
Date Signed

Received by:

\_\_\_\_\_  
Campus Representative

\_\_\_\_\_  
Date Signed

## Florida Community College at Jacksonville Facility Alteration/Inspection Log

Campus \_\_\_\_\_

<b>Date</b>	<b>Building</b>	<b>Room</b>
<b>Inspected by</b> _____		
<b>Date</b>	<b>Building</b>	<b>Room</b>
<b>Inspected by</b> _____		
<b>Date</b>	<b>Building</b>	<b>Room</b>
<b>Inspected by</b> _____		
<b>Date</b>	<b>Building</b>	<b>Room</b>
<b>Inspected by</b> _____		
<b>Date</b>	<b>Building</b>	<b>Room</b>
<b>Inspected by</b> _____		
<b>Date</b>	<b>Building</b>	<b>Room</b>
<b>Inspected by</b> _____		



Florida Community College at Jacksonville

**Routine Maintenance Report**

**Note: This form is to report routine campus maintenance and repair work costing more than \$50,000 that does not require an individual building permit.**

Campus/Site	Date Work Is To Begin
Building Identification	Room Number
Maintenance/Repair Work Description	

**Note: Please attach any relevant drawings, contractor proposals, catalog cut sheets, etc.**

Submitted by (Print or Type Name of Campus Maintenance Supervisor)	Date of Signature
Signature	Phone

**For Building Code Administrator Use Only**

Date Received: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Florida Community College at Jacksonville

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# Building Permit/Plan Review Request

<b>Campus/Site</b>	<b>Date of Application</b>
<b>Project Title</b>	<b>Project Number</b>
<b>Project Description</b>	
<b>Fixtures, Furniture, &amp; Equipment (FF&amp;E) Required</b>	
<b>Building Identification</b>	<b>Room Number(s)</b>
<b>Architect-Engineer</b>	<b>A-E Contact</b>
<b>A-E Address</b>	<b>A-E Phone</b>
<b>Source of Funds/Account Number</b>	<b>Budget Amount</b>
<b>Plan Review Requested</b> <input type="checkbox"/> <b>Phase I (Schematic)</b> <input type="checkbox"/> <b>Phase II (Design Development)</b> <input type="checkbox"/> <b>Phase III (Construction/Permit Request)</b>	

**Instructions**

Please submit the following documents with this application:

1. Phase I & II reviews: Two (2) sets of drawings/specifications. Identify current and future room uses.
2. Phase III (Construction/Building Permit) review: Four (4) complete sets of project drawings/specifications signed & sealed by the A-E.  
*2 copies – Florida Energy Efficiency Code (FEEC) compliance forms, if applicable.*  
*2 copies – Life Cycle Certification Analysis (LCCA) Data Summary Sheet, if applicable.*  
*2 copies – OEF Facilities Space Chart/Net and Gross Square Footage Chart, if applicable.*  
 State contractor licensing information is not required to be submitted for plan review, but is required before the building permit can be issued.

**Note: No work may commence until a Florida Community College at Jacksonville Building Permit is issued.**

<b>Submitted by (Print/Type Name of Campus President or DAS)</b>	<b>Title</b>
<b>Signature</b>	<b>Phone</b>

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**For Building Code Administrator Use Only**

Date Submitted: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Florida Community College at Jacksonville

# Building Permit

<b>Building Permit Number</b>	<b>Date Issued</b>
<b>Project Title</b>	<b>Project Number</b>
<b>Building Identification</b>	<b>Room Number</b>
<b>Contractor</b>	<b>Contractor Contact</b>
<b>Building Code Administrator Signature</b>	<b>Inspector</b>

### CODE INSPECTION RECORD

BUILDING			PLUMBING			MECHANICAL		
Item	Inspector	Date	Item	Inspector	Date	Item	Inspector	Date
Compaction			Underground			Underground		
Foundation			Rough			Rough		
Termite Treatment			Gas Piping					
Columns			Sewer			FINAL		
Beams						<b>FIRE</b>		
Roof Framing			FINAL			Extinguishing System		
Roof Sheathing			<b>ELECTRICAL</b>			Fire Alarm System		
Roofing			Item	Inspector	Date	Fire Sprinkler		
Framing			Temp. Service					
Insulation			Slab/ Underground			FINAL		
Wallboard			Rough			<b>SITE</b>		
Lath			Rough			Item	Inspector	Date
Plaster			Site Rough			Fire line		
Water-proofing			Temp. Power			Water Service		
						Sidewalks		
						Well		
						Landscape Irrigation		
						Stormwater system		
FINAL			FINAL			FINAL		

**Note:**

1. Post and protect this building permit on the job site until all finals are approved
2. No work shall be covered until inspected and passed.
3. No inspection shall be made unless building permit is displayed and reviewed/stamped plans are available to the inspector on the job.
4. Permanent electrical service will be energized only after all finals are made.
5. For inspection scheduling, e-mail [bldgcode@fccj.org](mailto:bldgcode@fccj.org) 48 hours prior to anticipated inspection.