

Environmental Health and Safety
Policy #P&P-01
Building Permit Policy

Version #1.0

Effective: 05/01/2021

Revised: N/A

1. PURPOSE:

The objective of this policy is to establish and implement a building code enforcement program for the Florida Atlantic University 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 and FAU design specifications (Cost Containment Guidelines).

This policy is designed to guide the FAU community through the permit process and due to the breadth of relevant regulations and codes, this document cannot be comprehensive nor exhaustive of all requirements which may be applicable to a project or task requiring permitting. For any project or task where the applicability of permitting is not readily evident by this document, the Building Code Administrator must be consulted to ensure compliance with this policy.

2. POLICY STATEMENT:

In accordance with Florida law and FAU requirements, this policy requires all building construction, renovations, or repairs requiring a permit to be conducted under the regulatory oversight of the Building Code Administrator, or their designee, by prior permit and/or approval, prior to commencement of project or task activities. Work on a permit-required activity will not begin until a building permit has been issued, as defined herein.

3. CONCEPTS AND DEFINITIONS:

3.1. Activities Requiring Permitting

3.1.1. Renovations

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- 3.1.2. Demolition
- 3.1.3. Construction
- 3.1.4. Work not defined as minor repairs or maintenance
- 3.1.5. Temporary structures
 - 3.1.5.1. Stages and platforms
 - 3.1.5.2. Tents
 - 3.1.5.3. Bridges and walkways
 - 3.1.5.4. Roadways

- 3.2. Authority Having Jurisdiction (AHJ) – The EH&S Building Code Administrator is the building official and authority having jurisdiction over building code compliance at FAU. The Florida State Fire Marshal Office and its designated inspectors have authority over building fire code compliance at FAU.

- 3.3. Building Code Administrator – The FAU official responsible for direct regulatory administration or supervision of plan review, enforcement, inspections and permitting of construction, renovations, or repairs conducted at FAU which require permitting, including signatory authority of approvals.

- 3.4. Building Permit Application Forms – Application for Building Code Administrator and State Fire Marshal to review the project for approval to commence work. Submission will accompany all required permit documents and approval will be provided in writing from the Building Code Administrator.

- 3.5. Certificate of Completion - Certification of code approval from the Building Code Administrator for remodeling and renovations of buildings and structures which are currently occupied.

- 3.6. Certificate of Occupancy – Documentation issued by the Building Code Administrator which indicates inspection and approval of completion of a construction project pursuant to the requirements of Florida law. New buildings, additions, renovations, and remodeling shall not be occupied until the building has received a certificate of occupancy for compliance with codes that were in effect on the date of permit application.

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- 3.7. Construction – Any new construction of a building or unit of a building in which the entire work is new, any addition connected to an existing building, and any significant renovation to a building such that a new certificate of occupancy would need to be issued by the Building Code Administrator.
- 3.8. Demolition - The act of razing, dismantling or removing a building or structure, or portion thereof.
- 3.9. Effective Code Date: New work must comply with the current code adopted and used by the State. The degree of modification to the property will be considered by the Building Code Administrator - and designers (if any) to the level of new work code compliance.
- 3.10. Emergency Work - Where equipment replacements and repairs must be performed in an emergency, the permit application shall be submitted within 24-hours or the next business day to the Building Code Administrator. Emergency work must be limited to repair or replacement of facility components or systems which provide ongoing safety, environmental, and sanitary conditions for the occupants.
- 3.11. Minor Repairs and Maintenance - Ordinary minor repairs and maintenance activities, including replacements, include all activities that may be conducted by qualified individuals with approval from the Building Code Administrator, without a permit. These activities are further defined in section 3.15 of this policy.
- 3.12. Permit Documents – Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit. This typically consists of drawings (such as floor plans, elevations, sections and details), specifications and product information describing the proposed work.
- 3.13. Renovations - The rejuvenating, upgrading, remodeling, or construction in or on existing facilities by installation or replacement of materials and equipment. The use and occupancy of the spaces remain the same. Only that portion of the building being renovated must be brought into compliance with the Florida Building Code and Florida Fire Prevention Code as adopted by the State Fire Marshal unless the renovation adversely impacts the existing life safety systems of the building.
- 3.14. Work Exempt from Permitting – Some work is exempt from permitting. Exemptions from permit requirements under this policy shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this policy. Permits shall not be required for the following:

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3.14.1. Minor Repairs and Maintenance

3.14.1.1. Ordinary minor repairs and maintenance activities, including replacements, may be made with the approval of the Building Code Administrator without a permit, provided the repairs do not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any of the provisions of the technical codes.

3.14.2. Additional Exemptions (Mechanical)

3.14.2.1. Portable ventilation equipment.

3.14.2.2. Portable cooling unit.

3.14.2.2.1. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.

3.14.2.3. Replacement of any part that does not alter its approval or make it unsafe.

3.14.2.4. Portable evaporative cooler.

3.14.2.4.1. Self-contained cord and plug equipment or appliances.

3.14.2.4.2. The installation, replacement, removal or metering of any load management control device.

3.14.3. Additional Exemptions (Plumbing):

3.14.3.1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.

3.14.3.2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

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3.14.4. Other

3.14.4.1. Irrigation not connected to drinking water.

3.14.4.2. Small shade tents or cabanas (generally 10x10).

4. RESPONSIBILITIES:

4.1. Environmental Health and Safety

4.1.1. EH&S shall appoint a qualified Building Code Administrator to manage the building code inspection program. 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 conduct and oversee duly licensed inspectors to administer the building inspection program.

4.1.2. 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 “notification of reviewed for code compliance” will be issued upon resolution of all outstanding comments.

4.1.3. EH&S will issue a building permit to the contractor upon satisfactory completion of the application process and receipt and review of the necessary documents, where all permit requirements have been met, and no outstanding deficiencies are observed.

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

4.1.5. 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.

4.1.6. 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.

4.2. Design Professionals

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4.2.1. 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 "letter stating reviewed for code compliance" verifying 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.

4.3. General Contractors/Construction Managers

4.3.1. 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 all required 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.

4.3.2. 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.

4.4. University Units Providing/Procuring Permit-Required Services

4.4.1. The following FAU departments are authorized to procure (or conduct where suitably licensed personnel are employed) construction, renovation, and repair services requiring a permit by the Building Code Administrator:

4.4.1.1. Environmental Health and Safety

4.4.1.2. Design and Construction Services

4.4.1.3. Engineering and Utilities

4.4.1.4. Physical Plant

4.4.1.5. Athletic Affairs

4.4.2. All other university departments/units requiring construction, renovation, or repair activity requiring a permit, must submit a Work Order through the Facilities Management Information System (FAMIS) to acquire services. Consult University Policy 4.6.2, Facilities Management, for further requirements regarding these activities.

5. PROCEDURES:

5.1. Plan Submittal Requirements

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5.1.1. General Construction Requirements

5.1.1.1. Complete sets of plans/specs containing location plan, site plan, floor plans, wall schedules, window/door schedules, life safety plan, fire rated systems, foundation/structural plans, floor/roof framing plan or truss layout, reflected ceiling plan, wall sections, and exterior elevations with the following criteria and documents must be submitted to the FAU Building Code Administrator a minimum of 30 days prior to anticipated project commencement. Permit packages submitted later than 30 days may not be feasible to meet project commencement deadlines.

5.1.1.2. Drawings for new structures (or structurally renovated buildings) must include information required by the Florida Building Code. Plans and calculations shall have the authorized seal and signature of a duly certified design professional per Florida Statute.

5.1.1.3. All drawings must be clear, concise, and drawn to scale (“Optional” details that are not used shall be marked void or crossed off). Square footage of individual areas shall be on plans. Use of building areas shall be indicated with occupant load if applicable. *This list is intended to be a guide and is not all inclusive. Additional information may be required. Small projects may not require all items listed.*

5.1.1.3.1. Designer’s name and signature on documents. If licensed architect or engineer, official seal shall be affixed.

5.1.1.3.2. Coversheet code summary to include:

- Code editions, building height, number of stories, and gross floor area in square feet
- Project description and design assumptions
- Occupancy Classification per Florida Building Code
- Minimum Type Construction per Florida Building Code
- Number of residential units (if applicable)
- Building footprint and relation to adjacent buildings or structures
- Fire department access
- Location of FDC
- Location of post indicator valve

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- Fire hydrant.
- Property lines, easements, setbacks
- Sidewalks
- Dumpster location and details
- Protective bollards
- Parking layout and number of spaces and accessible spaces

5.2. Construction Requirements Including in Permit Package (where applicable)

5.2.1. Fire Resistant Construction Requirements

- Fire or smoke resistant separations (tested systems)
- Indicate tenant separations with rated systems
- Fire resistant protection for type of construction
- Shaft wall systems
- Protection of openings and penetrations of rated walls (tested systems)
- Fire blocking and draft-stopping
- Calculated fire resistance

5.2.2. Life Safety and Fire Suppression Construction Requirements

- Fire sprinkler layout (indicate existing system – if any – and connections)
- Fire alarm system (early warning). If not on contractors plan at time of permitting separate permit required by licensed installer
- Smoke evacuation system schematic
- Standpipes: pre-engineered system & riser diagram
- Testing procedures
- Occupancy load and egress capacity
- Stair pressurization
- Systems schematics

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5.2.3. Occupancy Load/Egress Construction Requirements

- Occupancy load (gross and net)
- Means of egress pathway, travel distance calculated
- Exit access, exit and exit discharge
- Elimination of dead-end corridors
- Stair construction/geometry and protection (with handrail/guardrail details)
- Doors and required ratings
- Seating plans
- Furniture plan, laboratory layout
- Emergency lighting and exit signs
- Specific occupancy requirements
- Construction requirements
- Horizontal exits/exit passageways

5.2.4. Structural Construction Requirements

- Soil conditions/analysis
- Termite protection
- Design loads
- Wind requirements
- Building envelope
- Foundation
- Wall systems
- Floor systems
- Roof systems

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- Threshold inspection plan

5.2.5. Construction Material Detail Requirements

- Wood, steel, concrete, masonry, and plastic
- Aluminum structures to include appropriate engineering design
- Glass/Glazing (mfg. details to indicate compliance with design loads including installation and attachments)
- Gypsum board and plaster
- Insulating – mechanical – type and rating
- Roofing (mfg. listed system for wind zone with installation and attachments)
- Insulation (type and rating)
- Ceiling assemblies

5.2.6. Accessibility

- Site plan showing accessible features
- Accessible route
- Vertical accessibility
- Toilet and bathing facilities
- Drinking fountains
- Equipment
- Special occupancy requirement
- Signage

5.2.7. Electrical

- Wire and conduit size, services, feeders and branch circuits, over-current protection
- Grounding, wiring methods and materials, GFCI, arc fault
- Equipment such as motors, controllers

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- Special Occupancies
- Emergency Systems
- Communication Systems
- Low Voltage
- Load Calculations
- Riser diagram
- Panel Schedules
- Lighting plan
- Power plan
- Fire Alarm systems

5.2.8.Plumbing

- Minimum plumbing facilities with calculations
- Fixtures
- Water supply piping
- Sanitary drainage and venting
- Water heaters
- Roof drainage
- Backflow prevention
- Location and connection of water supply
- Grease traps
- Plumbing riser diagram

5.2.9.Mechanical

- Energy analysis

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- Equipment and equipment location
- Make-up air
- Duct systems
- Fire dampers
- Exhaust systems
- Appliances
- Ventilation
- Boilers
- Refrigeration
- Bathroom ventilation
- Laboratory exhaust systems
- Chimneys, fireplaces and vents
- Roof mounted equipment and anchoring

5.2.10. Gas Systems

- Gas piping layout w/valve locations
- Venting
- Combustion Air
- Chimneys and vents
- Appliances
- Type of Gas system
- LP tank locations
- Riser diagram

5.2.11. Demolition

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- Asbestos survey
- Scope of work and site plan

5.3. General Permit Instructions

5.3.1. Building Permit

5.3.1.1. Permits for construction, renovation, and repair activities are issued by the Building Code Administrator to the dully licensed entity or individual performing the work. Determination of appropriate licenses, credentials, and abilities of the entity or individual are determined as a part of the permit process.

5.3.1.2. Building Permit Application Forms will be completed and accompany all permit packages as prescribed herein.

5.3.1.3. A Building Permit will expire six months from issuance if the work authorized by the permit has not commenced, or if the work authorized by the permit is suspended or abandoned for a period of six months after the time the work commenced. If delays are a concern, please contact the Building Code Administrator office at 561-239-0106.

5.3.1.4. The following table summarizes the required forms for use during permit-required work.

Form	When Required
FAU Permit Checklist	Utilized for permits to ensure all requirements are met prior to submittal to Building Code Administrator
FAU Permit Application	Complete for all permit-required work.
State Fire Marshal Application	Complete for all work which includes impact to use of space, life safety, fire alarm/suppression systems.
FAU Inspection Request Form	Complete to request required inspections for project which may include underground, rough-in, and final.

5.3.2. Posting Permits

5.3.2.1. Work shall not start until the permit holder posts the building permit in a conspicuous place on the premises or in the job site trailer. The Building Permit card shall be protected from the weather and located to allow access by inspectors. The permit card shall be maintained by the permit holder until the Certificate of Occupancy or Certificate of Completion is issued by the Building Code Administrator.

5.3.3. Licensing/Subcontractors

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5.3.3.1. It is the responsibility of the permit holder to ensure that all contractors performing work on the project comply with applicable contractor licensing for the State of Florida through the Department of Business and Professional Regulation. The contractor of record is responsible for all work covered under the permit documents and shall request required inspections.

5.3.4. Job Site Access

5.3.4.1. The building permit implies that the permit holder grants right of entry to the building, structure, or premises to inspect or perform any duty imposed upon the Building Code Administrator or his representative by the building codes.

5.3.5. 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.

5.4. Inspections and Requests for Inspections

5.4.1. During the construction process, all permitted projects shall be reviewed by EH&S building code inspection personnel for code compliance.

5.4.2. Permit holder/contractor shall request various inspections as required by the Florida Building Code. If a review of the code-required inspections is needed, please see administrative section of the Florida Building Code or contact the Building Code Administrator.

5.4.3. Any code related deviations from the permitted documents shall be approved by the Architect/Engineer of Record and EH&S prior to inspection.

5.4.4. The permit holder is required to make all necessary portions of the work available for inspection and provide the means (e.g., ladder, scaffolding stairs, lifts, etc.) for the construction area to be inspected.

5.4.5. Electrical panels/boxes or concealed areas must be open for the inspection, as inspection personnel will not disassemble completed work. Do not block inspection areas with materials or boxes or other items that may hinder or delay the inspection process.

5.5. Special Considerations

5.5.1. Elevator Approvals

5.5.1.1. The FAU Building Code Administrator does not inspect or certify elevator operation or elevator equipment. Elements of the work that will be inspected include electrical

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connections, ADA access/signage, and shaft-way/structure.

5.5.1.2. All elevator work must be approved by The Florida State Fire Marshal where work is associated with fire alarm functions pertaining to elevators. A Florida licensed elevator inspector shall provide plan review, inspections, and approval of all elevator projects. The Florida Atlantic University project manager assigned to the elevator project must coordinate the planning of all contractors involved in the project.

5.6. Inspection Status

5.6.1. Usually, the inspection report will indicate the inspection status with one or more of the following:

5.6.1.1. Failed– A building code related inspection was performed, and code deficiencies were found and noted by the FAU EH&S inspector, re-inspection shall be scheduled by permit holder after corrections have been made. Do not cover/conceal or otherwise proceed with the work until it is approved by the inspector. The inspector will not wait while work is done to uncover unapproved work.

5.6.1.2. Passed– An inspection by EH&S was performed and no code deficiencies noted by the inspector. Permitted work has approval to proceed to the next required inspection.

5.7. Final Certificate of Occupancy or Certificate of Completion (CO or CC)

5.7.1. The issuance of a CC or CO by EH&S completes the Building Code Administration process. The permit holder must request certificate of occupancy after verification that all final building, electrical, mechanical, and plumbing, fire/life safety, and ADA inspections have been completed for the permitted project.

6. ENFORCEMENT:

6.1. Stop Work Orders

6.1.1. Upon notice from the Building Code Administrator, work that is done contrary to the provisions of the codes or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the permit holder, his agent, or the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the Building Code Administrator shall not be required to give a written notice prior to stopping the work.

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6.2. Revocation of Permit

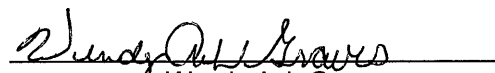
6.2.1. If the Building Code Administrator has determined that there has been a false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based, the building permit may be revoked

6.2.2. The Building Code Administrator may revoke the building permit upon determination that the contractor has proceeded with work that is in violation of, or not in conformity with, the provisions of the building or life safety codes, or is unsafe for use.

7. RELATED INFORMATION:

- FAU Cost Containment Guidelines, Current Edition. <https://www.fau.edu/facilities/pc/info/Index.php>
- FAU Permit Application Form. <https://www.fau.edu/ehs/safety/forms/permitapplication.pdf>
- FAU Permit Checklist. <https://www.fau.edu/ehs/safety/forms/permitchecklist.pdf>
- FAU Permit Inspection Form. <https://www.fau.edu/ehs/safety/forms/permitinspectionform.pdf>
- Florida Building Code, Current Edition adopted by Florida legislative enactment and adopted standards therein. <https://codes.iccsafe.org/content/FLBC2020P1>
- State Fire Marshal Plan Review Form. <https://www.fau.edu/ehs/safety/forms/sfmpermitapplication.pdf>
- University Policy 4.1.2 Environmental Health and Safety
<https://www.fau.edu/policies/files/4.1.2%20Environmental%20Health%20and%20Safety.pdf>
- University Policy 4.6.2, Facilities Management.
<https://www.fau.edu/policies/files/4.2.6%20Facilities%20Management.pdf>

Approved and issued by order of:


Wendy Ash Graves
DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY

DATE:

4/8/21

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POLICY MAINTENANCE SECTION

Last Revision Date	New Policy
Last Revision By	W. Ash Graves
Next Review Due	May 2023
Review Frequency	2 Years
Version	1.0
Time-sensitive Items	

THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.

8. RECORD OF CHANGES/STATUS CONTROL:

Version	Date	Summary of Changes	Reviewed By
1.0	MM/DD/YY		<ul style="list-style-type: none">••