



Facilities Planning Policy & Procedure #17

TITLE	ANNUAL FACILITY PERMIT
OBJECTIVE AND PURPOSE	In lieu of an individual permit for each alteration of an existing electrical, gas, mechanical, plumbing or interior non-structural office system(s), the Building Official is authorized to issue an Annual Facility Permit to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installation/relocation, per 104.1.7 FBC. The permit interval runs from July 1 thru June 31 st .
RESPONSIBILITY	<u>ACTION</u>
PHYSICAL PLANT DIRECTOR OR PERMIT HOLDER	<ul style="list-style-type: none"> ◆ Applies for an Annual Facility Permit (Attachment "A") by formulating a general description of the activities he intends to engage in and the building on which he intends to work.
BUILDING CODE ADMINISTRATOR	<ul style="list-style-type: none"> ◆ At the discretion of the Building Code Administrator, issue an Annual Facility Permit to the Director of Physical Plant to facilitate minor repairs and renovations. ◆ Shut down the work or declines the renewal of the permit should building code violations be found, records mismanaged or not filed in a timely manner.
BUILDING CODE COORDINATOR	<ul style="list-style-type: none"> ◆ Periodically monitor and inspect the work of the Physical Plant Director to verify that work is being done in accordance with the Florida Building Code. ◆ Verifies that the Annual Facility Permit Log (Attachment "B") outlining the work is being properly kept and work is being accurately recorded .
PHYSICAL PLANT DIRECTOR OR PERMIT HOLDER	<ul style="list-style-type: none"> ◆ Maintain detailed log of construction activities and files it annually with the Building Code Administrator. Additionally, the log shall be submitted monthly to the Building Code Coordinator in a timely manner (5th of the month) or the Annual Facility Permit may be revoked by the Building Code Administrator. ◆ Shall employ only skilled and/or licensed workmen to execute the work and assure adequate safety program is in place. ◆ Verifies that all non-university workers who are retained to perform any work under the Annual Facility Permit have appropriate state or local licenses and insurance. ◆ Ensures that work complies with all provisions of the Florida Building Code, Life Safety Code, and all other applicable codes. ◆ Shall notify the Building Code Administrator if any major changes occur in the scope of the work.
ATTACHMENT	<ul style="list-style-type: none"> ◆ ANNUAL FACILITY PERMIT – ATTACHMENT "A" ◆ ANNUAL FACILITY PERMIT LOG –ATTACHMENT "B"

Issued By: Hope	Date Issued: 6/1/2002	Date Revised:	Effective Date: 6/1/2002
APPROVED:	Vice President	Associate V.P.	Director



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ANNUAL FACILITY PERMIT (FY ____ - ____)

Issued To: _____ Date: _____
 Department: _____ Permit Expiration: _____

<u>Building(s)</u>	<u>Scope of Work</u>

The permit holder is responsible for providing direct on-site supervision of construction activities and for ensuring that all work conforms to all applicable codes and standards. The applicant is also responsible for maintaining the job log per Chapter 553.80 F.S.

 Name (printed) Title

 Signature of Permit Holder, Date
 By signing I certify that to the best of my knowledge all provisions of Laws, Ordinances, and Codes governing this type of Work will be compiled with.

 Building Code Administrator, Date
 Florida Atlantic University
 Facilities Planning Department
 Building Code Administration

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

ATTACHMENT "A"