



Facilities Planning Policy & Procedure #16

TITLE: CODE COMPLIANCE & CONSTRUCTION PERMIT ADMINISTRATION

OBJECTIVE AND PURPOSE: To establish a consistent, knowledgeable and non-discriminatory review and building inspection process by the university that ensures compliance with all applicable federal and state technical codes and standards.

RESPONSIBILITY: ACTION

A/E of RECORD OR CONTRACTOR (if no A/E) ♦ Prepares four (4) signed and sealed sets of Contract Documents which, as a minimum, complies with the plan review criteria set forth in Section 104.3.1.1 of the Florida Building Code 2001 and current editions.

CONTRACTOR

- ♦ Prepares or obtains from the A/E of Record four (4) sets of documents, signed and sealed (if applicable) along with all required data (*Attachment "A"*) and transmits them to the Facilities Planning Department's Building Code Coordinator.
- ♦ Provides the Owner and civil engineer the following:
 - a. A signed Stormwater Pollution Prevention Plan (SWPPP – *Attachment "J"*) and notice of Latent (NOI – Attachment "K") no less than 48 hours prior to commencement of construction. The Contractor forwards the original of NOI to Department of Environmental Protection (DEP).

BLDG. CODE COORDINATOR

- ♦ Logs-in and reviews documents for conformity with the Building Permit Application (*Attachment "B"*) and Building Permit Application Subcontractors List. (*Attachment "C"*) then assigns and affixes permit number to two sets.
- ♦ Verifies license and insurances of contractors and subcontractors and sets up folder.
- ♦ Makes determination based upon scope of work whether to review documents internally or send out for review.
- ♦ Forward the two (2) remaining sets of signed/sealed documents to State Fire Marshal (SFM) for review and approval (*Attachment "I"*).
- ♦ Affixes stamp on back of each sheet of two sets of drawings stating 'Reviewed for Code Compliance' with sign-off and date block (*Attachment "E"*).
- ♦ Affixes stamp on the front sheet of same two sets of drawings and back of the front sheet of two sets of specifications, if available, stating 'Reviewed for Code Compliance' with the sign-off and date block.
- ♦ Transmits two sets of stamped documents to internal or contract reviewers.

BUILDING CODE ADMINISTRATOR

- ♦ ♦ The Building Code Administrator, at his discretion, may accept submittal of documents in accordance with Florida Building Code Section 104.3.2 Affidavits in lieu of the plan review and inspection process.

Issued by: Smith	Date Issued: 3/2002	Date Revised: 5/2005	Effective Date: 3/2002
Approved	Vice President	Associate V.P.	Director

- SFM REVIEWER**
- ◆ Reviews documents for fire safety issues and returns one set with comments to BCC. SFM keeps one set for his records,
- TECHNICAL REVIEWERS**
- ◆ Reviews documents for compliance with the Florida Building Code (FBC)
 - ◆ Initials and dates sign-off block 'APPROVED' if no infractions are found.
 - ◆ Initials and dates 'APPROVED AS NOTED' and records infractions on Technical Reviewers Comment Sheet (**Attachment "F"**) if infractions are minor in nature requiring little or no redlining on the drawings and minimal amended drawings.
 - ◆ Transmits both sets of documents to BCC along with comment sheets together with a letter certifying that construction documents, when amended, are in compliance with all applicable codes and ordinances.
 - ◆ If the comments require extensive redlining and/or several amended drawings, the reviewer does not sign the signature block but returns them to the BCC who schedules a meeting with the contractor and/or A/E to discuss the best way to resolve the issues.
- BLDG. CODE COORDINATOR**
- ◆ Logs-in Comment Sheets from SFM and Technical Reviewers and forwards to contractor and/or A/E for review and correction.
- A/E of RECORD or CONTRACTOR (If no A/E)**
- ◆ Redlines corrections on both sets of documents or issues amended drawings to resolve written comments from Technical Reviewers Comment Sheets and SFM then submits letter containing written response to technical reviewers comments to BCC certifying all issues have been resolved.
- BLDG. CODE COORDINATOR**
- ◆ Verifies all corrections have been made to drawings and that all issues have been resolved.
 - ◆ Verifies that all applicable permits have been obtained (i.e. SFWMD, DEP, HRS, SFM, LWDD). (**Attachment "A"**)
 - ◆ Makes sure that all categories have been initialed and dated on the sign-off block on the back of each sheet on both sets of drawings.
 - ◆ Sends memo to Building Code Administrator (BCA) stating that all drawings have been approved and initialed with recommendation that a building permit be issued. Transmits both sets of drawings to BCA for his signature.
 - ◆ Fills out Building Permit & Inspection Log (**Attachment "D"**) for BCA to sign.
- BLDG. CODE ADMINISTRATOR**
- ◆ Signs and dates bottom of sign-off block on cover of both sets of drawings and inside cover of specifications.
 - ◆ Transmits both sets of drawings to BCC along with the Building Permit.
- BLDG. CODE COORDINATOR**
- ◆ Transmits Building Permit, SFM approved set, and one set of approved drawings to Contractor and inserts a copy of the Permit into the job folder.
 - ◆ Formulates building inspection scope with the Contractor, Plan Reviewer, and Project Manager using Paragraph 105.6 FBC as a minimum.
 - ◆ Mounts one (1) set of approved permit documents stamped 'APPROVED DRAWINGS, DO NOT REMOVE' with permit sets in BCC's office.
- PROJECT MANAGER**
- ◆ Delivers handouts and advises contractor of SWPPP requirements.
 - ◆ Monitors monthly SWPPP Maintenance Log and verifies that SWPPP is on site, and makes observations regarding obvious violations or potential problems.
- CONTRACTOR**
- ◆ Posts Building Permit at site in accordance with the Building Permit Posting Methods (**Attachment "G"**)
 - ◆ Phones or faxes Requests for Inspection to BCC in accordance with inspection scope allowing minimum 48 hours for inspection.
 - ◆ Maintains Building Inspection Log and Permit set at site.
 - ◆ Maintains SWPPP event reports and makes sure that all aspects of SWPPP are being followed.



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SUBMISSION OF PLANS

Submission of Plans. The university shall encourage all architects/engineers under contract for major projects to review their designs with the State Fire Marshal (SFM) early in the design process. For every project, upon completion of 100% Construction Documents, the university shall submit two signed and sealed sets of documents to the SFM for review and approval. Universities are encouraged to send plans via UPS or other overnight service. If sent overnight, plans should be sent to: Division of State Fire Marshal, Plans Review Section, 325 John Knox road, Atrium Building, Tallahassee, Florida 32301, telephone (904) 413-3736, Suncom 292-3736. When mailing, use the mailing address of: Division of State Fire Marshal, Plans Review Section, 200 E. Gaines Street, Tallahassee, Florida 32399-0342. The transmittal letter must include the project construction budget and the architect/engineer's name address and phone number.

SFM invoices. The SFM will send an invoice for review fees to the university facilities planning director within 4-5 days following receipt of the plans. Fees shall be invoiced on an individual project basis. The invoice will include the project name, project number (BR number), SFM number, and SFM reviewer assigned. For projects without a BR number, the invoice will reference the title of the project as it appears in the title block of the drawings.

University payment. The university shall make payments to the SFM by a special services invoice. Florida Atlantic University is using the special services invoice and paying with a check to the SFM.

SFM review comments. The State Fire Marshal will send its approval letter and review comments to the university, together with a set of approved plans, within 30 days.

Plans approved by the SFM. The plans approved by the SFM must be kept at the project site at all times.

University authority. The University may seek authority from the SFM to designate an individual on campus to determine which projects do not require review by the SFM. The university will coordinate with the SFM in making this appointment

ATTACHMENT "I"

Stormwater Pollution Prevention Plan

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name (Operator and/or Responsible Authority)

Date

Project Name and location information:	
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A site map must be developed and must contain, at a minimum, the following information:

1. Drainage patterns,
2. Approximate slopes after major grading activities,
3. Areas of soil disturbance,
4. Outline all areas that are not to be disturbed,
5. Location of all major structural and non-structural controls,
6. The location of expected stabilization practices,
7. Wetlands and surface waters, and
8. Locations where stormwater may discharge to a surface water or MS4.

ATTACHMENT "J"

Site Description

Describe the nature of the construction activity:						
Describe the intended sequence of major soil disturbing activities:						
Total area of the site:	Acres					
Total area of the site to be disturbed:	Acres					
Existing data describing the soil or quality of any stormwater discharge from the site:						
Estimate the drainage area size for each discharge point:	<table border="1" style="width: 100%; height: 76px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
Latitude and longitude of each discharge point and identify the receiving water or MS4 for each discharge point:	<table border="1" style="width: 100%; height: 87px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

Give a detailed description of all controls, Best Management Practices (BMPs) and measures that will be implemented at the construction site for each activity identified in the intended sequence of major soil disturbing activities section. Provide time frames in which the controls will be implemented. NOTE: All controls shall be consistent with performance standards for erosion and sediment control and stormwater treatment set forth in s. 62-40.432, F.A.C., the applicable Stormwater or Environmental Resource Permitting requirements of the Department or a Water Management District, and the guidelines contained in the Florida Development Manual: A Guide to Sound Land and Water Management (DEP, 1988) and any subsequent amendments.

Describe all temporary and permanent stabilization practices. Stabilization practices include temporary seeding, mulching, permanent seeding, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, vegetative preservations, etc.

Describe all structural controls to be implemented to divert stormwater flow from exposed soils and structural practices to store flows, retain sediment on-site or in any other way limit stormwater runoff. These controls include silt fences, earth dikes, diversions, swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, coagulating agents and temporary or permanent sediment basins.

Describe all sediment basins to be implemented for areas that will disturb 10 or more acres at one time. The sediment basins (or an equivalent alternative) should be able to provide 3,600 cubic feet of storage for each acre drained. Temporary sediment basins (or an equivalent alternative) are recommended for drainage areas under 10 acres.

Describe all permanent stormwater management controls such as, but not limited to, detention or retention systems or vegetated swales that will be installed during the construction process.

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Describe in detail controls for the following potential pollutants

Waste disposal, this may include construction debris, chemicals, litter, and sanitary wastes:	
Offsite vehicle tracking from construction entrances/exits:	
The proper application rates of all fertilizers, herbicides and pesticides used at the construction site:	
The storage, application, generation and migration of all toxic substances:	
Other:	

Provide a detailed description of the maintenance plan for all structural and non-structural controls to assure that they remain in good and effective operating condition.
Inspections: Describe the inspection and inspection documentation procedures, as required by Part V.D.4. of the permit. Inspections must occur at least once a week and within 24 hours of the end of a storm event that is 0.50 inches or greater (see attached form).

Identify and describe all sources of non-stormwater discharges as allowed in Part IV.A.3. of the permit. Flows from fire fighting activities do not have to be listed or described.

This SWPPP must clearly identify, for each measure identified within the SWPPP, the contractor(s) or subcontractor(s) that will implement each measure. All contractor(s) and subcontractor(s) identified in the SWPPP must sign the following certification:

"I certify under penalty of law that I understand, and shall comply with, the terms and conditions of the State of Florida Generic Permit for Stormwater Discharge from Large and Small Construction Activities and this Stormwater Pollution Prevention Plan prepared thereunder."

Name	Title	Company Name, Address and Phone Number	Date



NOTICE OF INTENT TO USE GENERIC PERMIT FOR STORMWATER DISCHARGE FROM LARGE AND SMALL CONSTRUCTION ACTIVITIES (RULE 62-621.300(4), F.A.C.)

This Notice of Intent (NOI) form is to be completed and submitted to the Department before use of the Generic Permit for Stormwater Discharge From Large and Small Construction Activities provided in Rule 62-621.300(4), F.A.C. The type of project or activity that qualifies for use of the generic permit, the conditions of the permit, and additional requirements to request coverage are specified in the generic permit document [DEP Document 62-621.300(4)(a)]. **The appropriate generic permit fee, as specified in Rule 62-4.050(4)(d), F.A.C., shall be submitted with this NOI in order to obtain permit coverage. Permit coverage will not be granted without submittal of the appropriate generic permit fee.** You should familiarize yourself with the generic permit document and the attached instructions before completing this NOI form. **Please print or type information in the appropriate areas below.**

I. IDENTIFICATION NUMBER: Project ID

II. APPLICANT INFORMATION:

A. Operator Name:		
B. Address:		
C. City:	D. State:	E. Zip Code:
F. Operator Status:	G. Responsible Authority:	
	H. Phone No.:	

III. PROJECT/SITE LOCATION INFORMATION:

A. Project Name:		
B. Project Address/Location:		
C. City:	D. State:	E. Zip Code:
F. County:	G. Latitude: ° ' "	Longitude: ° ' "
H. Is the site located on Indian lands? <input type="checkbox"/> Yes <input type="checkbox"/> No		I. Water Management District:
J. Project Contact:		K. Phone No.:

ATTACHMENT "K"

IV. PROJECT/SITE ACTIVITY INFORMATION:

A. Indicate whether Large or Small Construction (check only one):	<input type="checkbox"/> Large Construction (Project will disturb five or more acres of land.) <input type="checkbox"/> Small Construction (Project will disturb one or more acres but less than five acres of land.)	
B. Approximate total area of land disturbance from commencement through completion of construction: _____ Acres		
C. SWPPP Location	<input type="checkbox"/> Address in Part II above <input type="checkbox"/> Address in Part III above <input type="checkbox"/> Other address (specify below)	
D. SWPPP Address:		
E. City:	F. State:	G. Zip Code:
H. Construction Period	Start Date:	Completion Date:

V. DISCHARGE INFORMATION

A. MS4 Operator Name (if applicable):
B. Receiving Water Name:

VI. CERTIFICATION¹:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name and Official Title (Type or Print):

 Signature:

Date Signed:

¹ Signatory requirements are contained in Rule 62-620.305, F.A.C.
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INSTRUCTIONS – DEP FORM 62-621.300(4)(b)
NOTICE OF INTENT (NOI) TO USE GENERIC PERMIT FOR STORMWATER DISCHARGE FROM
LARGE AND SMALL CONSTRUCTION ACTIVITIES

Who Must File an NOI:

Federal law at 40 CFR Part 122 prohibits the point source discharge of pollutants, including the discharge of stormwater associated with large construction activities as defined at 40 CFR 122.26(b)(14)(x) or small construction activities as defined at 40 CFR 122.26(b)(15), to waters of the United States without a National Pollutant Discharge Elimination System (NPDES) permit. Under the State of Florida’s authority to administer the NPDES stormwater program at 403.0885, F.S., operators that have stormwater discharge associated with large or small construction activities to surface waters of the State, including through a Municipal Separate Storm Sewer System (MS4), must obtain coverage either under a generic permit issued pursuant to Chapter 62-621, F.A.C., or an individual permit issued pursuant to Chapter 62-620, F.A.C.

Where to File NOI:

NOIs for coverage under this generic permit must be sent to the following address:

NPDES Stormwater Notices Center, MS #2510
Florida Department of Environmental Protection
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Permit Fee:

Permit fees for large and small construction activities to be covered under the generic permit are specified in Rule 62-4.050(4)(d), F.A.C. The appropriate generic permit fee (either for large or small construction activities) must be submitted along with the completed NOI in order to obtain coverage under the generic permit. **Generic permit coverage will not be granted without payment of the appropriate permit fee.**

The permit fee shall be paid by either check or money order made payable to: “Florida Department of Environmental Protection”

Part I – Identification Number

Enter the project’s DEP identification number (generic permit coverage number) if known. If an ID number has not yet been assigned to this project (i.e., if this is a new project), leave this item blank.

Part II – Applicant Information

Item A.: Provide the legal name of the person, firm, contractor, public organization, or other legal entity that owns or operates the construction activity described in this NOI. The operator is the legal entity that has authority to control those activities at the project necessary to ensure compliance with the terms and conditions of the generic permit.

Items B. – E.: Provide the complete mailing address of the operator, including city, state, and zip code.

Item F.: Enter the appropriate one letter code from the list below to indicate the legal status of the operator:

F = Federal; S = State; P = Private; M = Public (other than federal or state); O = Other

Items G. – H.: Provide the name and telephone number (including area code) of the person authorized to submit this NOI on behalf of the operator (e.g., Jane Smith, President of Smith Construction Company on behalf of the operator, Smith Construction Company; John Doe, Public Works Director on behalf of the operator, City of Townsville; etc.). This should be the same person as indicated in the certification in Part VI.

Part III – Project/Site Location Information

Items A. – E.: Enter the official or legal name and complete street address, including city, state, and zip code of the project. Do not provide a P.O. Box number as the street address. If it lacks a street address, describe the project site location (e.g., intersection of State Road 1 and Smith Street).

Item F.: Enter the county in which the project is located.

Item G.: Enter the latitude and longitude, **in degrees-minutes-seconds format**, of the approximate center of the project.

Item H.: Indicate whether the project is located on Indian lands.

Item I.: Enter the appropriate five or six letter code from the list below to indicate the Water Management District the project is located within:

NFWWMD = Northwest Florida Water Management District
SRWMD = Suwannee River Water Management District
SFWMD = South Florida Water Management District
SWFWMD = Southwest Florida Water Management District
SJRWMD = St. John's River Water Management District

Items J. – K.: Give the name, title, and telephone number (including area code) of the project contact person. The project contact is the person who is thoroughly familiar with the project, with the facts reported in this NOI, and who can be contacted by the Department if necessary.

Part IV – Project/Site Activity Information:

Item A.: Check the appropriate box to indicate whether the project involves large construction activity or small construction activity. **Check one box only.**

“Large Construction Activity” means construction activity that results in the disturbance of five (5) or more acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more.

“Small Construction Activity” means construction activity that results in the disturbance of equal to or greater than one (1) acre and less than five (5) acres of total land area. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one acre and less than five acres.

Item B.: Provide the approximate total area of land disturbance in acres that the project will involve from commencement of construction through completion.

Items C. - G.: Indicate the location where the Stormwater Pollution Prevention Plan (SWPPP) can be viewed. Provide the address where the SWPPP can be viewed if other than as provided in Parts II or III of the NOI. **Note that to be eligible for coverage under the generic permit, the SWPPP must have been prepared prior to filing this NOI.**

Item H.: Enter the estimated construction start and completion dates in the MM/DD/YY format.

Part V – Discharge Information

Item A.: If stormwater from the project discharges to a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4 (e.g., City of Tallahassee MS4, Orange County MS4, FDOT MS4, etc.). If stormwater from the project does not discharge to an MS4 but rather discharges to surface waters of the State, leave this item blank or indicate “N/A” and skip to Item B of this part. **Please note that if the project discharges stormwater to an MS4, you must provide the MS4 operator with a copy of the completed NOI.**

Item B.: If the project discharges stormwater to surface waters of the State, and not to an MS4, enter the name of the receiving water body to which the stormwater is discharged. Please provide the first named water body to which the stormwater from the project is discharged (e.g., Cypress Creek, Tampa Bay, unnamed ditch to St. Johns River, Tate’s Hell Swamp, etc.).

Part VI – Certification

Type or print the name and official title of the person signing the certification. Please note that this should be the same person as indicated in Item II.G. as the Responsible Authority. Sign and date the certification.

Section 403.161, F.S., provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

Rule 62-620.305, F.A.C., requires that the NOI and any reports required by the permit to be signed as follows:

- A. For a corporation, by a responsible corporate officer as described in Rule 62-620.305, F.A.C.;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or,
- C. For a municipality, state, federal or other public facility, by a principal executive officer or elected official.