Inspections, Procedures and Requirements for Permits Issued On The Basis Of An Affidavit (FBC Sections 104.3.2 & 104.5.2)

Florida International University’s Building Code Administration Program (issued August 1, 2002) outlines procedures to ensure compliance with the Building Code as it pertains to the inspection process when the permit has been issued by affidavit. The following list is intended for clarification. Depending on specific job requirements, some of the items outlined herein may not apply and may not cover all conditions and situations in every project.

- The Building Permit with Inspection Record (Attachment “G”) and approved plans are to be available to the Building Code Administrator or his designee at all times during construction at the job site.

- Affiant is to sign off Inspection Record Form as inspections are approved.

- Affiant is to outline area to be inspected on the permit set, then initial and date that area. If inspection passes, he/she needs to initial the inspection log.

- Affiant is required to submit to the Building Official copies of inspection reports and inspections as they are performed (Sec. 104.3.2 FBC). The attached Inspection Report Form sample may be used for this purpose.

- An Inspection Request Form (Attachment “H”) shall be filled out by the permit holder to request an inspection from the affiant when required. A copy of this form is to be faxed to the Building Code Coordinator (305-348-4010) as notification that an inspection has been requested.

- Permit holder is to ensure that all contractors performing work in the project are licensed and that a copy of the license has been submitted to the Building Code Coordinator. A revised Building Permit Application Subcontractor List also needs to be filed with the updated list of subcontractors.

- All required building inspections are to be performed by the corresponding affiant as outlined in Section 104.5.2 of the Florida Building Code. Affiant may delegate inspections to another licensed architect or engineer or to a FS 468 part XII certified person qualified to perform the inspections. A list of inspector names
and copy of their licenses must be submitted to the Building Code Coordinator prior to performing inspections.

- Tests and inspections to be submitted to the Building Code Coordinator as required in Section 312 of the FBC, Plumbing.

- Certificate of Compliance to be prepared and submitted to the Building Code Administrator by a licensed pest control company according to FBC Sec. 104.2.6 (Certificate of Protective Treatment for Prevention of Termites) and FBC Sec. 104.2.7 (Notice of Termite Protection). Also refer to FBC Sec. 105.11, 2326.5 and 1816.1.7.

- A special inspector report is to be submitted by the affiant to the Building Code Administrator for the placement of lightweight insulating concrete prior to the final inspection.

- Inspections not covered by the affiants such as the ones performed by the State Fire Marshal and Health Department need to be requested by the permit holder in coordination with the Building Code Coordinator.

- It shall be the responsibility of the elevator contractor (registered elevator company) to obtain a permit issued by DBPR's Bureau of Elevator Safety as required by FS 399. A copy of the permit shall be submitted to the Building Code Coordinator prior to the erection, construction or installation of the vertical conveyance system. Moreover, the contractor shall endeavor to have elevator inspections performed by a 399 Certified Elevator Inspector. Upon completion of construction the contractor shall submit to the Building Code Coordinator a copy of the inspection forms sent to the bureau and a copy of the Certificate of Operation issued by the bureau.

- A copy of shop drawings and Miami-Dade County Product Approval Notices of Acceptance for envelope components of the building shall be filed with the Building Code Coordinator after they are approved/reviewed by the affiant. A roofing building permit application is required (refer to Appendix “A” of the Building Code Administration Program). An approved copy of these documents is to be available with the permit set of drawings at the jobsite. These documents include:
  1. Exterior doors and windows, sliding glass doors
  2. Exterior glass block.
  3. Exterior storefronts and fixed glazing.
  5. Skylights
  6. Storm shutters, screen enclosures, canopies and awnings.
  7. Ornamental iron if installed over operable windows and doors.
  8. Pre-cast concrete (joists, tees, lintels, pre-fab panels).
  9. Steel structures, bar joists.
10. Wood trusses.
11. Utility sheds.
12. Exterior signs
13. Any other building components or assembly that is part of or required to protect the envelop of the building.

- If plans are revised, two signed and sealed sets are to be submitted to the Building Code Coordinator for processing. Both sets will be stamped and signed by the Building Code Administrator and a job copy will be forwarded to the general contractor to maintain at the field and be used for reference and inspections.

- A separate building permit is required for temporary modular buildings or trailers used in conjunction with the project (FBC 104.1.2). Refer to requirements attached.

- Documentation required at job completion:

  1. Certificate of Occupancy request letter from qualifying agent. Letter to certify that all code violations have been corrected. Must state that all work performed under the Florida Building Code for the referenced building permits has been completed and indicate date final inspection was passed. Approval of final inspection is a prerequisite to the issuance of the Certificate (FBC Sec. 105.4 and 106.2).

  2. A copy of all final code inspections reports must be included. Affiant is required upon completion of the structure, electrical, gas and plumbing systems certifying that such building components have been erected in accordance with the requirements of the technical codes.

  3. Copy of inspection approval letter from the State Fire Marshal and the State Elevator Inspector. Submittal shall include job copy of SFM approved drawings.

  4. Copy of all other certifications by the architect, engineer, and/or contractors required by other jurisdictions such as DERM, HRS, etc. as applicable. Job copies of approved plans by other jurisdictions, as-built drawings and original inspection record.

  5. Result of tests performed in compliance with the requirements of the Florida Building Code including Water Supply System test (FBC-312.5), Backflow Prevention (FBC-312.9), Mechanical Air Balance Test, Fuel Piping Test if applicable and Testing of Electrical System (FBC-412.1.2).

  6. Fire-stopping installation certification letter from applicator indicating that all penetrations required in construction documents to be protected
have been completed with an assemblage designed, tested and fire rated to resist the spread of fire through penetrations.

- Building permit requirements for modular buildings:

1. Building permit application. Attachments B, C and D
2. Indicate electrical, sewer and water service on site plan.
3. Provide tie down details and specifications.
4. Provide D.C.A. (Department of Community Affairs) letter certifying manufacturer.
5. Provide two copies of modular building stamped by D.C.A. plans review agency.
6. Submit separate drawings (if not part of D.C.A. approved plans) of accessible ramp, accessible parking, etc.
7. Provide hook-up, sewer, septic tank, condensate drain information as applicable.
8. Provide energy code form bearing certified modular plans examiner stamp.
9. Indicate electrical hook-up to manufactured building.
10. Provide HVAC information only if A/C system is installed outside (packaged unit).