



**FLORIDA INTERNATIONAL UNIVERSITY**  
**Facilities Management Department**  
**BUILDING CODE ADMINISTRATION**

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**REQUIREMENTS FOR  
BUILDING PERMITS  
ISSUED ON THE BASIS OF AN AFFIDAVIT**  
**Sections 105.14 & 106.6, FLORIDA BUILDING CODE, 2010 edition**

Florida International University's Building Code Administration Program (BCAP), issued on August 1, 2002, outlines procedures to ensure compliance with the Florida Building Code as it pertains to the inspection process when the permit has been issued by an affidavit. The following list is intended for clarification.

- The Building Official (BO) may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes. Design professionals submitting an affidavit for plans and inspections shall submit to the BO a list of the names and license numbers of all licensed individuals, per Part XII Chapter 468, Florida Statutes, of qualified plans examiners and inspectors who may be conducting plan reviews and inspections. The BO may audit plans and submissions and visit the jobsite at any time and at his discretion may bring to the attention of the affiant any violation to the technical codes. In case of disagreement, parties will try to resolve and/or pursue any administrative procedures provided in the Florida Building Code. The affiant performing inspections shall submit to the BO copies of inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing, systems a certification that the systems have been erected in accordance with the requirements of the technical codes.
- The affiant shall perform all required mandatory inspections outlined in FBC Section 110. Affiant is to outline area inspected on the permit set of drawings, initialing and dating the area being inspected. Once all inspections pass for a given category (for instance Foundation), then the affiant needs to sign off on the Building Permit Inspection Record Form. Since the University does not issue subsidiary permits (except for roofing), the affiant shall ensure that any work being inspected has been performed by a subcontractor whose name, license number, and signature appears in the Building Permit Application "Subcontractor List." Only subcontractors performing work regulated by the FBC need to be listed. The affiant or threshold inspector (110.3.7.1, FBC 2010, 553.71 (8)) shall ensure that all FBC required shop drawings or delegated engineering drawings have been approved by the plan review affiant and the BO.

- The Building Permit, the Inspection Record Form, and permitted construction documents are to be available at the jobsite at all times during construction.
- General Contractor shall submit application for Notice of Intent (NOI) for coverage under NPDES, Phase II Stormwater Program to the State of Florida DEP. The civil engineer shall provide supplemental documentation and drawings as necessary in the process of obtaining said permit. Some key conditions of the CGP (Generic Permit for Stormwater Discharge from Large and Small Construction Activities) are:
  1. Implementation of stormwater pollution prevention plan (SWPPP)
  2. Conducting and documenting routine inspections; and
  3. Retaining the records required by the permit (including the SWPPP) at the construction site or the alternate location specified in the NOI.
 General contractor shall submit application for Notice of Termination (NOT) upon completion of construction activities associated with the project.
- In threshold buildings when the owner is required to retain a special inspector (FBC-110.3.7.1), the special inspector shall perform all structural inspections as outlined in the threshold plan (to be submitted and approved by the BO at the time of building permit application), the affiant shall not be required to perform duplicative inspections.
- An Inspection Record Form, provided by the affiant for inspections, shall be used to post and track inspections. A copy of each inspection performed is to be provided to the BO, via E-mail agoitia@fiu.edu
- Tests and inspections to be submitted to the BO as required in Section 312 of the FBC, Plumbing.
- Upon completion of the application of the termite protective treatment, a certificate of compliance shall be issued to the building department by the licensed pest control company stating the following: "The building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with rules and laws established by the Florida Department of Agriculture and Consumer Services". Per Section 1816, Termite Protection, FBC.
- The affiant for inspections, shall retain the services of a special inspector, qualified for inspecting the placement of the lightweight insulating concrete roof deck, and provide copy of the inspection report to the BO.
- Inspections by outside agencies (other jurisdictions other than FIU building department) shall be the responsibility of the permit holder, and as such all inspection requests for those agencies shall be made by the permit holder.

Request for Site Building Inspections by the SFM's Office shall be made by through the BO.

- It shall be the responsibility of the elevator contractor (registered elevator company) to obtain a permit issued by Miami-Dade County's Office of Elevator Safety (GSA/Facilities and Utilities Management Division) as delegated by DBPR's Bureau of Elevator Safety (399, FS). A copy of the permit shall be submitted to the BO prior to the erection, construction or installation of the vertical conveyance system. Upon completion of construction the contractor shall submit to the BO a copy of the inspection reports and a copy of the Certificate of Operation issued by the Office of Elevator Safety.
- It shall be the responsibility of the architect or engineer of record (A/E), to submit directly to the SFM's Office, in Tallahassee, Florida, 3 sets of construction documents for approval-PRIOR to the submittal of a Building Permit Application to the BO. The SFM will return two approved sets with an approval letter indicating conditions of the approval and required inspections to the A/E. These approved construction documents shall be submitted as part of the Building Permit Application by the general contractor. The BO will transmit to the permit holder, one approved SFM set of construction documents for inspection purposes. Furthermore, each subcontractor performing fire sprinkler, fire alarm or other fire life safety devices is responsible to prepare and submit shop drawings to the SFM for approval prior to their respective inspections.
- It shall be the responsibility of A/E of record to submit necessary drawings and copies of same, along with other supplemental documentation as required, to the FIU Project Manager, who will assign FIU agent to interface with Miami-Dade Water and Sewer Department (M-DWASD) to obtain necessary permits; Water Supply Allocation (new water service), Florida Health Department, PERA (formerly DERM), HRS (if required). Procedures are outlined in the FIU Building Code Administration Program Manual, Appendix B.1.
- A copy of shop drawings and Miami-Dade County Product Approval Notices of Acceptance (or State-wide Product Approval) for building envelope components, shall be filed with the BO after they are reviewed and approved by the affiant. Being in the High Velocity Hurricane Zone (HVHZ), a separate roofing permit shall be required, a Uniform Permit Application shall be used for this permit (Section 1525, FBC). An approved copy of the following document submittals shall be available at the jobsite: exterior doors, windows, sliding glass doors, exterior glass block, exterior storefronts and fixed glazing assemblies, curtain walls (require in-situ testing), skylights, storm shutters, screen enclosures, canopies, awnings, pre-cast concrete components ( including but not limited to, joists, tees, lintels, pre-fab panels), trusses (steel, wood), utility sheds, and any other building component or assembly, that is part of, or required to protect the building envelope. Other specialty building components (when not part of the permit drawings), will require specialty engineering drawings and calculations, by

a FL licensed PE, and these having been approved by the A/E of record, shall be submitted to the BO.

- Keeping current the permitted sets of construction documents, jobsite-set and building department set-When revised drawings are issued, provide 2 signed and sealed copies to the BO for processing. Both sets will be stamped, and copy returned to the permit holder, who shall insert same into the set o by the BO and a job copy will be forwarded to the permit holder (general contractor) to insert into the permitted job-site set for referencing during inspections.
- Documentation required for Certificate of Occupancy/Completion:
  1. Permit holder shall submit in writing a request for issuance of the Certificate of Occupancy/Completion from the BO. Letter to certify that all code violations have been corrected. Must state that all work performed, under the building permit, as outlined in the FBC, has been satisfactorily completed. Supplement CO request with copies of all FINAL inspections.
  2. Affiant is required upon completion of the project to submit a written affidavit that the work has been done in conformity to the reviewed plans and with the structural provisions of the technical codes.
  3. Copy of Final Construction inspection/letter from the SFM's Office to BO. Also, provide copy of SFM's Office stamped job-site copy of drawings to BO.
  4. Provide copy of elevator permit, as issued by M-D Office of Elevator Safety/GSA Facilities & Utilities Management Division. Also provide copies of Elevator Inspection Reports.
  5. Threshold inspector shall provide a signed and sealed statement as required in FBC, item 109.3.6.4.1. All shoring and re-shoring plans and details shall be provided to the BO for record keeping purposes, FBC, item 109.3.6.4.3.
  6. Copy of all other certifications by the architect, engineer, general contractor, and subcontractors, as 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 records.
  7. Result of tests performed in compliance with the requirements of the FBC including Water Supply System test (FBC-312.5), Backflow Prevention (FBC-312.10.2), Gravity Sewer test (FBC-312.6), Forced Sewer test (FBC-312.7), Storm Drainage System test (FBC-312.8), Mechanical Air Balance, Fuel Piping test if applicable and testing of Electrical Systems.

8. Fire-stopping installation certification letter from each applicator, indicating that penetrations required in construction documents to be protected, have been installed in conformance with their respective assemblies (as designed/fire resistance-rated, tested) to resist the spread of fire through the penetration(s).
9. Flood Plain Certification. Letter signed and sealed by the civil engineer of record that the structure, as constructed, meets or exceeds the flood plain criteria defined in FEMA document 44CRF-Part 60.
10. Permit holder shall submit application to obtain the Notice of Termination (NOT) of the NPDES (National Pollution Discharge Elimination System Permit) for new construction. NOT to be submitted to the BO. The NOT to be submitted only when the site meets the eligibility requirements for termination specified in the application (to be determined with the assistance of the civil engineer of record).