BUILDING CODE ADMINISTRATION PROGRAM

AUGUST 1, 2002
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Code Permit &amp; Inspection Program Overview</td>
<td>01</td>
</tr>
<tr>
<td>Building Code Administration Program</td>
<td>02</td>
</tr>
<tr>
<td>Applicable Codes and Standards List</td>
<td>07</td>
</tr>
<tr>
<td>Policy and Procedures</td>
<td>08</td>
</tr>
<tr>
<td>Building Permit Supplemental Instructions</td>
<td>29</td>
</tr>
<tr>
<td>Permit Application Requirements</td>
<td>34</td>
</tr>
<tr>
<td>(Requirements for Signed and Sealed Documents)</td>
<td></td>
</tr>
<tr>
<td>Board of Appeals Appointments</td>
<td>40</td>
</tr>
<tr>
<td>Appendix A Uniform Roofing Permit Application</td>
<td>A.1</td>
</tr>
<tr>
<td>Appendix B Miami-Dade Water &amp; Sewer Department Water Line Permit Procedures</td>
<td>B.1</td>
</tr>
</tbody>
</table>
Florida Statutes assigns responsibility to the State University System (SUS) for Building Code Administration during building construction and renovation.

At Florida International University, the Division of the University Architect has been assigned responsibility to implement and administer a Building Code Permit and Inspection Program. The University Architect has appointed the Facilities Planning Director as the Building Code Administrator. All program groups responsible for construction activities on state owned and Florida International University assigned property shall initiate compliance with this policy in accordance with the following schedule unless otherwise directed by Facilities Management.

Any new construction project initiated after March 1, 2002, or a project that has not completed the 100% design documents, shall require a building permit.

New Construction and Renovation Projects:

All projects with a construction cost between $5,000 and $500,000 as well as renovation projects funded at less than $5,000 that impact life safety, shall require a Building Permit beginning March 1, 2002.

Minor Repair without Life Safety Impact:

Minor repair projects costing less than $5,000 that does not impact life safety are exempt from the Code Permit process.

Questions concerning the implementation or administration of this policy should be addressed to the Building Code Administrator at (305) 348-4000
OBJECTIVE

The objective of this policy is to establish and implement a Building Code Administration Program for Florida International University that will ensure a Good Faith Effort in the review of plans and the performance of inspections in a knowledgeable, consistent, and non-discriminatory manner to help protect the public's life, health and welfare in the built environment. This protection shall be provided through the state's adoption of the 2001 Florida Building Code (2002 revision) 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 help insure compliance with adopted codes and standards.

AUTHORITY

A building code program is mandated by Florida State Statutes 553.80(6) and Chancellor's Memorandum CM-N-22.00-12/00.

POLICY

Florida law and regulations require that all new buildings constructed and modifications to existing buildings be reviewed and inspected for compliance with adopted building codes and standards. The policy requires all University entities charged with building construction, repair, or modifications including, but not limited to, Facilities Planning, Physical Plant, and Housing on University owned property, to submit construction plans and specifications for review by the University Building Code Administrator. No construction may begin until a building permit has been issued for said project.

Minor repairs may be made with the approval of the Building Code Administrator without a Permit. Minor repairs are defined as projects that do not affect life safety systems and cost less than $5000 including materials and labor. Projects may not be divided into smaller projects to meet this criterion.

For any construction projects the Facilities Management Office may contract with qualified outside inspection agencies or plan review agencies in accordance with Florida State Statutes part XII of Chapter 468. Fire safety inspections shall be performed by personnel certified under Chapter 633 F.S. and be the responsibility of the fire official.
The Building Code Administrator shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical codes and all other pertinent laws or ordinances. The examination of the documents by the Building Code Administrator shall include the minimum criteria and documents listed in Section 104.3.1.1 of the Florida Building Code. When the Building Code Administrator issues a permit, he shall endorse, in writing or by stamp both sets of reviewed plans “Reviewed for Code Compliance.”

Upon notification from the permit holder or his agent, the Building Code Administrator shall make the inspections required in Section 105.6 of the Florida Building Code, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical codes. The Building Code Administrator shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection. A final inspection shall be made of every building, structure, electrical, gas, mechanical or plumbing systems upon completion, prior to the issuance of the Certificate of Occupancy or Certificate of Completion as required in Section 106 of the Florida Building Code.

The Building Code Administrator shall require a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to the enforcing agency prior to the issuance of a building permit for the construction of a threshold building. The architect or engineer of record may act as a special inspector provided he or she is on the Board of Professional Engineers’ or the Board of Architecture and Interior Design’s list of persons qualified to be a special inspector. The Building Code Administrator may allow a special inspector to conduct the minimum structural inspections of threshold buildings required by F.S. 553.73, without duplicative inspection by an inspector certified under part XII of Chapter 468 F.S.

The Building Code Administrator may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes as provided in Sections 104.3.2 and 14.5.2 of the Florida Building Code. When a permit is issued on the basis of an affidavit, the affiant agrees to provides copies of inspection reports as inspections are performed, and upon completion make and file with the Building Code Administrator written affidavit that the work has been done in conformity to the reviewed plans and with the structural provisions of the technical codes.

Upon a determination by the Building Code Administrator that a licensee, certificate holder, or registrant licensed under chapter 455, chapter 471, chapter 481, or chapter 489 has committed a material violation of the Florida Building Code and failed to correct the
violation within a reasonable time, he shall impose a fine of no less than $500 and no more than $5000 per material violation. Such violations shall be reported to the Department of Business and Professional Regulation by means of the reporting system provided in Florida Statutes 455.2286. (553.781 Licensee Accountability).

DESIGN PROFESSIONALS

Design professionals shall be responsible for the design of the project in accordance with the appropriate adopted codes and standards. In accordance with Florida Statutes 553.70, all signed and sealed drawing sheets shall include the following statement: “The Architect or Engineer certifies that the plans and specifications comply with all applicable Building Codes and Fire Safety Standards.” The Facilities Management shall review the design documents at the following times for major projects: schematic design, advanced schematic design, 50%, and 100% construction documents. A major project shall be defined as a project with a construction cost greater than $1,000,000. All other projects shall be reviewed at least at 100% construction documents or as otherwise determined by Facilities Management. At 100% construction document the Architect/Engineer shall make all corrections/revisions required until which time the 100% construction documents are stamped approved as indicated on the FIU plans review stamp. Facilities Planning will retain one set of approved documents and provide the CM/GC with one set to prepare their permit application and retain at the job site. If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, the construction documents and specifications must be signed and sealed.

GENERAL CONTRACTOR/CONSTRUCTION MANAGER

The general contractor/construction manager (GC/CM) shall apply for the permit through FIU Facilities Management. At the time of application for the permit the GC/CM shall provide to FIU Facilities Management a list of all subcontractors that will include appropriate license numbers. A building permit will be issued after these items have been reviewed and approved by the Building Code Administrator. Facilities Management Office will provide the CM with one FIU approved set of contract documents along with one set of State Fire Marshall approved contract documents to be kept on the job site. The State Fire Marshall approved plans and all plans approved by other outside agencies shall be turned in to the Building Code Administrator before an application for a Certificate of Occupancy or Certificate of Completion is submitted.

The GC/CM shall meet with the Building Code Administrator to develop a building inspection plan. The GC/CM shall be responsible for scheduling all required inspections in accordance with the plan developed. 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.
UNIVERSITY DEPARTMENTS PROVIDING CONSTRUCTION/MAINTENANCE SERVICES

Any University department providing construction/maintenance services (department) for either themselves or another University entity shall be required to obtain a permit when required by the Florida Building Code. At the time of application for the permit the department shall provide a list of all subcontractors (if any) and their license numbers, and the "letter of code compliance." A building permit will be issued after these items have been reviewed and approved by the Building Code Administrator.

The department shall meet with the Building Code Administrator to develop a building inspection plan. The department shall be responsible for scheduling all required inspections in accordance with the plan developed. Subsequent construction may not proceed until the previous inspection has been completed and approved. When the department believes the project is complete, the department shall request a certificate of completion be issued.

BOARD OF APPEALS

The Vice President and University Architect shall appoint a Building Code Board of Appeals. The Board shall consist of seven (7) persons appointed for a term of four (4) years or less. One or more alternate members may be appointed. A vote by an alternate appointee would only be registered when one of the seven primary members did not vote. The Board officials should have knowledge of the building trades. Departments should be appointed to the Boards: Associate Vice President’s Office of the University Architect, Facilities Planning, Physical Plant, and EH&S. The Building Code Administrator shall serve as secretary to the Board.

PROCEDURES

Architects, engineers, University design professionals shall prepare documents in accordance with the requirements of the Florida Building Code.

The Facilities Management shall review the construction documents for code compliance. The Facilities Management will return comments to the submitting entity or stamp the drawings as approved, retain one set for their records and provide the GC or CM with a set for use in preparing the building permit application and retaining at the job site.

The GC or CM shall apply for the building permit. The Facilities Management will review the building permit application and issue the permit if all information supplied is acceptable and complete.

The Facilities Management and the GC/CM or department shall develop an inspection plan.
The GC/CM or department shall call and request an inspection in accordance with the inspection plan. The Facilities Management, or its outside inspection agency, shall perform inspections at the request of the appropriate contractor. After the building is substantially complete and all required inspections have been performed, including the State Fire Marshal, the building code official will issue the appropriate certificate of completion or certificate of occupancy if appropriate.

ANNUAL FACILITY MAINTENANCE PERMITS

State Universities may use Annual Facility Maintenance Permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The amount expended for maintenance projects may not exceed $200,000 per project. A Facility Maintenance Permit is valid for one year. A detailed log of alterations and inspections must be maintained and annually submitted to the Building Code Administrator. The Building Code Administrator (BCA) retains the right to make inspections at the facility site as he or she considers necessary. Code compliance must be provided upon notification by the Code Administrator. If a pattern of code violations is found, the BCA may withhold the issuance of future annual facility maintenance permits.
<table>
<thead>
<tr>
<th>Year</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>Florida Building Code (2002 Revision)</td>
</tr>
<tr>
<td>2001</td>
<td>Florida Building Code-Gas (2002 Revision)</td>
</tr>
<tr>
<td>2001</td>
<td>Florida Building Code-Plumbing (2002 Revision)</td>
</tr>
<tr>
<td>2001</td>
<td>Florida Fire Prevention Code</td>
</tr>
<tr>
<td>1999</td>
<td>National Electric Code</td>
</tr>
</tbody>
</table>
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 technical codes and standards.

RESPONSIBILITY:

A/E of RECORD OR CONTRACTOR (If no A/E)
♦ Prepares (5) 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.

CONTRACTOR
♦ Prepares or obtains from the A/E of Record five 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.

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 in-house or send out for review.
♦ Forwards two sets of signed/sealed documents to State Fire Marshal (SFM) for review and approval.
♦ 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.
♦ Mounts one set of drawings and specifications on rack in plan room to serve as temporary permit set.
♦ Transmits two sets of stamped documents to in-house or outside contract reviewers.
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.

Reviews documents for fire safety issues and returns one set with comments to BCC. SFM keeps one set for his records.

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.

Logs-in Comment Sheets from SFM and Technical Reviewers and forwards to contractor and/or A/E for review and correction.

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.

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, HRSD, SFM, LWDD)
- 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.

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.

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.
- Removes temporary set of permit drawings from plan room and mounts one set of approved permit documents stamped 'APPROVED DRAWINGS, DO NOT REMOVE'
**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.

**BLDG. CODE COORDINATOR**

- Fills out Inspection Request/Report Form *(Attachment “H”)* and schedules inspections with appropriate technical inspector.

**CODE COMPLIANCE INSPECTOR**

- Outlines area to be inspected on the permit set, then initials and dates that area.
- If inspection passes, inspector initials the Inspection Log.
- If inspection fails, re-inspection is scheduled by the Contractor thru BCC.
- Fills out Inspection Request/Report Form *(Attachment “H”)* and faxes copy to Contractor and BCC regardless of whether the inspection passes or fails.

**CONTRACTOR**

- Requests final inspection of the work in writing to BCC

**BLDG. CODE COORDINATOR**

- Arranges final inspection by SFM.
- Schedules final inspections by technical inspectors.
- Re-schedules final Inspections thru BCC if SFM or other technical inspections fail.
- Reviews all Request/Report Forms to verify that all failed inspections have been re-inspected.
- Forwards all Inspection Review/Request Forms *(Attachment “H”)* and SFM Letter of Acceptance and Elevator approval (if applicable) to BCA with letter of transmittal recommending that a Certificate of Occupancy or Certificate of Completion be issued.
- Fills out certificate for BCA’s signature.

**BLDG. CODE ADMINISTRATOR**

- Issues Certificate of Occupancy or Certificate of Completion

**BLDG. CODE COORDINATOR**

- Assembles all inspection and review records, SFM documentation and Certificate along with the Record set of drawings and places all in folder, to be archived.

**ATTACHMENTS**

- Building Permit Application Checklist – Attachment “A”
- Building Permit Application – Attachment “B”
- Building Permit Application Subcontractor List – Attachment “C”
- Building Permit Information Sheet – Attachment “D”
- Code Compliance Review Stamp – Attachment “E”
- Technical Review Comment Sheet – Attachment “F”
- Building Permit And Inspection Record – Attachment “G”
- Inspection Request/Report Form – Attachment “H”
- Architect/Engineer Affidavit Form – Attachment “I”
- Notice of Violation – Attachment “J”
- Certificate of Occupancy – Attachment “K”
- Temporary/Partial Certificate of Occupancy – Attachment “L”
- Certificate of Completion – Attachment “M”
- Uniform Roofing Application – Appendix A
BUILDING PERMIT APPLICATION CHECKLIST

- Completed Building Permit Application
- Contractor and subcontractor list with all license numbers and expiration dates (DPR)
- Copy of contractor's license
- Certificates of Insurance

ATTACHMENT A
BUILDING PERMIT APPLICATION
To be submitted by the Project Contractor or Construction Manager

Applicant:
Name:__________________________________________________________
Street Address:__________________________________________________
Mailing Address:__________________________________________________
Phone Number:____________________________________________________
Fax No.:_________________________________________________________
Contractor Type/License No.:_______________________________________
Expiration Date:___________________________________________________
Qualifying Agent’s Names:__________________________________________
Qualifying Agent’s Signature:_______________________________________

Type of Work: New Remodeling Addition Renovation Repair Alteration Demo
Project:
Name:__________________________________________________________
Location:________________________________________________________
Project No.:______________________________________________________

$ Value/Description of Work:
________________________________________________________________
________________________________________________________________

Proposed Use: (Circle One) Assembly Merchandise Business Educational Industrial
Merchants Business Educational Industrial

<table>
<thead>
<tr>
<th>Occupancy Classification</th>
<th>Construction Type (FBC)</th>
<th>Floor Area Gross Square Feet</th>
<th>Building Height (Feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>________________________</td>
<td>___________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

Architect/Engineer:
Name:__________________________________________________________
Street Address:__________________________________________________
Mailing Address:__________________________________________________
Phone No.:______________________________________________________
Fax No.:_________________________________________________________

Notes: 1. Building permits for installation of new roofs or reproofing require
Submission by a licensed roofing contractor of the Uniform Roofing
Application Form in addition to this application. Refer to Appendix A.

2. No inspection will be conducted for trades if subcontractors licenses have
not been submitted

ATTACHMENT B
## BUILDING PERMIT APPLICATION
### SUBCONTRACTOR LIST

**Project:**

Name/BR#:__________________________________________

(Attach copy of license and certificate of insurance)

<table>
<thead>
<tr>
<th>Subcontractor Name:</th>
<th>Street Address:</th>
<th>Mailing Address:</th>
<th>Phone No:</th>
<th>Fax No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contractor Type/License No: _______________ Expiration Date: _______________
Qualifying Agent's Name: ____________________________
Qualifying Agent's Signature: _______________________

<table>
<thead>
<tr>
<th>Subcontractor Name:</th>
<th>Street Address:</th>
<th>Mailing Address:</th>
<th>Phone Number:</th>
<th>Fax No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contractor’s Type/License No.: _______________ Expiration Date: _______________
Qualifying Agent’s Name: ____________________________
Qualifying Agent’s Signature: _______________________

<table>
<thead>
<tr>
<th>Subcontractor Name:</th>
<th>Street Address:</th>
<th>Mailing Address:</th>
<th>Phone Number:</th>
<th>Fax No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contractor’s Type/License No.: _______________ Expiration Date: _______________
Qualifying Agent’s Name: ____________________________
Qualifying Agent’s Signature: _______________________

---

**ATTACHMENT C**
<table>
<thead>
<tr>
<th>FIU BUILDING PERMIT</th>
<th>USE</th>
<th>FM/BP NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT (WO)#:</td>
<td>JOB LOCATION:</td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR:</td>
<td>MAIL ADDRESS:</td>
<td>PHONE:</td>
</tr>
<tr>
<td>ARCHITECT/DESIGNER:</td>
<td>MAIL ADDRESS:</td>
<td>PHONE:</td>
</tr>
<tr>
<td>USE OF BUILDING:</td>
<td>CLASS OF WORK:</td>
<td>VALUATION OF WORK:</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF WORK:**

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 government entities such as water management districts, state agencies, or federal agencies.

**DATE OF ISSUE:**

**BLDG. AREA:** (Total Sq.Ft)  **BLDG. HEIGHT:**  **OTHER:**  

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATIONS CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**FIRE ALARM**  **FIRE SPRINKLER:**

**NOTICE**

THIS PERMIT SHALL BE POSTED AT THE PERMITTED WORK AND BE READILY ACCESSIBLE TO THE CODE OFFICIAL. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

**SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT**  **DATE:**

**REVIEW AND APPROVAL OF CONSTRUCTION DOCUMENTS BY THE BUILDING CODE ADMINISTRATION DOES NOT RELIEVE THE CONTRACTOR AND/OR HIS SUBCONTRACTORS FROM THE RESPONSIBILITY OF COMPLYING WITH ALL APPLICABLE CODES AND STANDARDS AS ADOPTED BY THE STE, UNIVERSITY, OR BOARD OF TRUSTEES.**

**SIGNATURE OF BUILDING CODE ADMINISTRATOR**  **DATE**

**ATTACHMENT D**
<table>
<thead>
<tr>
<th>PLANS EXAM. DIV.</th>
<th>APPROVED</th>
<th>APPROVED AS NOTED</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIVIL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING/ADA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRUCTURAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUMBING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MECHANICAL/ENERGY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE MARSHALL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any deviation from the building code on these plans by oversight, error or omission render the permit void. No inspections will be made without this plan on site, and if no inspection has been made within 180 days of above date then permit is void.

BUILDING CODE ADMINISTRATOR                      DATE
TECHNICAL REVIEWERS COMMENT SHEET

CIRCLE ONE:

MASTER PLAN  CIVIL  BUILDING  STRUCTURAL  ELECTRICAL  PLUMBING  MECHANICAL

<table>
<thead>
<tr>
<th>NO.</th>
<th>DWG. OR PARAGRAPH</th>
<th>COMMENT/CODE VIOLATION</th>
<th>VIOLATION CODE REF.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Duplicate as required

ATTACHMENT F
BUILDING PERMIT

DESCRIPTION OF WORK

PERMIT # ___________________ JOB PHONE # ___________________

PROJECT ADDRESS ________________________________

CONTRACTOR ________________________________

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 ENTITIES SUCH AS THE WATER MANAGEMENT DISTRICT AND STATE AND FEDERAL AGENCIES.

CONTRACTOR

MAIL ADDRESS ________________________________

PHONE # ___________________ FAX # ________________

LICENSE # ___________________ EXP. DATE ___________

ARCH / ENG’R.

MAIL ADDRESS ________________________________

PHONE # ___________________ FAX # ________________

LICENSE # ___________________ EXP. DATE ___________

DATE OF ISSUE ________________________________

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAWS REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT ________________________________ DATE ________________

SIGNATURE OF THE BUILDING CODE OFFICIAL ________________________________ DATE ________________

ATTACHMENT G (Page 1 of 3)
# Inspection Record

## Building Inspections for Permit #

<table>
<thead>
<tr>
<th>Footings</th>
<th>Roof Installation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub</td>
<td>Roofing</td>
<td></td>
</tr>
<tr>
<td>Elev./Mech. Eqs.</td>
<td>Roof Final</td>
<td></td>
</tr>
<tr>
<td>Walls/Ceiling Walls</td>
<td>Framing/Sheer</td>
<td></td>
</tr>
<tr>
<td>Framing/Beaming</td>
<td>Doors/Windows</td>
<td></td>
</tr>
<tr>
<td>Floor/Deck Floors</td>
<td>Wall Insul.</td>
<td>Demolition</td>
</tr>
<tr>
<td>Roof Deck</td>
<td>Accessibility</td>
<td>Punching Final</td>
</tr>
</tbody>
</table>

### Plumbing

<table>
<thead>
<tr>
<th>Date</th>
<th>Electrical</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underground</td>
<td>Underground</td>
<td>Underground</td>
</tr>
<tr>
<td>Rough-In</td>
<td>Rough-In</td>
<td>Rough-In</td>
</tr>
<tr>
<td>Plumbing Final</td>
<td>Electrical Final</td>
<td>Mechanical Final</td>
</tr>
</tbody>
</table>

### Life Safety

<table>
<thead>
<tr>
<th>Date</th>
<th>Site Engineering</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underground</td>
<td>Sub-Grade</td>
<td></td>
</tr>
<tr>
<td>Above Ground</td>
<td>Roof Base</td>
<td></td>
</tr>
<tr>
<td>Special Hinging</td>
<td>Signage</td>
<td></td>
</tr>
<tr>
<td>Intermediate</td>
<td>Concrete</td>
<td></td>
</tr>
<tr>
<td>Alarm Devices</td>
<td>Hardwire/Stripping</td>
<td></td>
</tr>
<tr>
<td>Life Safety Final</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Notice

This permit shall be posted at the permitted work and be readily accessible to the code official. This permit shall remain valid and void if work performed, authorized or not, is not commenced within 120 days or, if construction or work is suspended or abandoned for a period of 120 days at any time after this work is commenced.

## Inspection Record

**Notice**

Review and approval of construction documents by the building code administrator does not relieve the contractor, owner, or his subcontractors from the responsibility of conforming with all applicable codes and standards as adopted by the state, university, or the board of trustees.

No inspection will be made unless permit card is displayed with the approved plans readily available.

**Inspection** (305) 348-4000  **Fax** (305) 348-4010

**Attachment G (Page 2 of 3)**
THIS PERMIT PACKAGE MUST BE DISPLAYED ON THE FRONT OF THE JOB BY ONE OF THE FOLLOWING METHODS OR NO INSPECTION WILL BE MADE.
INSPECTION REQUEST/REPORT FORM

PROJECT:______________________________ PERMIT NO:________________________
Location:____________________________ Date Ready:________________________
Requestor:____________________________ Phone No.:________________________
Received By:_________________________ Date:____________________________

Time:____________________________

Inspection Requested (Check):

<table>
<thead>
<tr>
<th>Building/Structural</th>
<th>Electrical</th>
<th>Plumbing</th>
<th>Mechanical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>Underground</td>
<td>Underground</td>
<td>Underground</td>
</tr>
<tr>
<td>Framing</td>
<td>Rough-in</td>
<td>Rough-in</td>
<td>Rough-in</td>
</tr>
<tr>
<td>Sheathing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td>Final Mechanical</td>
</tr>
<tr>
<td></td>
<td>Final Gas</td>
<td>Final Plumbing</td>
<td>Final Piping</td>
</tr>
</tbody>
</table>

Contractor fill-in above dotted line

Inspector: Firm________________________ Fax #________________________

Inspection Results: (Circle one) PASSED CONDITIONAL NOT READY FAILED
List areas inspected and result for each. Describe in detail any code violation

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Inspector's Signature:________________________ Phone:________________________
Inspection Date:________________________ Time In:________________________ Time Out:________________________

Note: No inspection will be conducted for trades if subcontractors licenses have not been submitted.

ATTACHMENT H
FLORIDA INTERNATIONAL UNIVERSITY
On behalf of
THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES

PROJECT:

CONTRACT FOR A/E SERVICES:

CONTRACT DATE:

ARCHITECT/ENGINEER AFFIDAVIT

I VERIFY AS TRUE, TO THE BEST OF MY KNOWLEDGE AND BELIEF: that the plans submitted conform to the technical codes, that the plans conform to the laws as to egress, type of construction and general arrangement and show the structural design and the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability.

I AGREE: to submit to the building official copies of the inspections reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems a certification that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes and to assume full responsibility for compliance with all provisions of the technical codes and other pertinent laws or ordinances.

SIGNED: ____________________________

FIRM: ______________________________

TITLE: _____________________________

DATE: ______________________________

(SEAL)

STATE OF:
COUNTY OF:

Personally appeared before me this _____ day of ____________, 2002

__________________________________________, known (or made known) to me the (Owner, Partner,

Corp. Officer) ________________________________________________________ of

who, being by me duly sworn, subscribed to the foregoing affidavit in my presence.

__________________________________
Notary Public

My commission expires ____________________________

ATTACHMENT I         p. 21 of 41
NOTICE OF VIOLATION

TO:

DATE:

LOCATION:

MAILING ADDRESS:

PERMIT #

NOTICE: YOU ARE HEREBY NOTIFIED that an inspection of the above premise disclosed that you have violated the provisions of the Florida Building Code which have been adopted as the uniform code for the State University System.

Type of Violation:

BUILDING
ELECTRICAL
GAS
MECHANICAL
PLUMBING

CHAPTER:
SECTION:

( ) FAILURE TO OBTAIN REQUIRED BUILDING PERMIT(S) PRIOR TO COMMENCING WORK ON:

REQUIREMENTS FOR CORRECTION
Obtain the required permit(s) and penalties if applicable and call for required inspections or remove all work.

Received by: ___________________________ Date: ___________________________

Posted: ______________________________ How Posted: _______________________

Date Mailed: __________________________ Return Receipt No: __________________

Therefore you are hereby directed that on or before _____________________________

You are to correct said VIOLATION and NOTIFY THE UNDERSIGNED BUILDING CODE ADMINISTRATOR that the VIOLATION has been corrected. Failure to make the correction(s) will result in one or more of the following actions: issuance of a ticket in the amount of $500.00 or more, file of a civil suit or criminal charges against you or initiation of an unsafe structure case requiring demolition of the structure. Also failure to comply with this notice may result in withholding issuance of other permits to you and report this matter to the appropriate licensing board.

PLEASE GOVERN YOURSELF ACCORDINGLY

Case No: __________________________ FACILITIES PLANNING DEPARTMENT

BUILDING CODE ADMINISTRATION

Signature of Building Code Official __________________________ Date _______________

Page 22 of 41

ATTACHMENT 3
CERTIFICATE OF OCCUPANCY

PROJECT NAME:
LOCATION:
TYPE OF OCCUPANCY:
PERSONS PER FLOOR LIMITATION:   ALLOWABLE LOAD PER S.F. PER FLOOR:

PERMIT # _______________________

FINAL INSPECTIONS: BUILDING
                   ELECTRICAL
                   GAS
                   MECHANICAL
                   PLUMBING
                   FIRE PROTECTION

Final inspections listed above were approved on dates indicated. This certificate is issued pursuant to Section 106.1 of the Florida Building Code.

CERTIFICATE OF OCCUPANCY ISSUED BY: ___________________________

SIGNATURE OF BUILDING CODE OFFICIAL ___________________________ DATE ___________________________

ATTACHMENT K
TEMPORARY/PARTIAL CERTIFICATE OF OCCUPANCY

PROJECT NAME:
LOCATION:
TYPE OF OCCUPANCY:
PERSONS PER FLOOR LIMITATION: ALLOWABLE LOAD PER S.F. PER FLOOR:
(This certificate is issued for a portion or portions of a building which may safely be occupied prior to final completion of the building. Should conditions exist affecting life safety or if the portion of the building allowed to be occupied is inaccessible to the physically challenged then this certificate is null and void.)

CONDITIONS FOR USE:

PERMIT # ______________________

FINAL INSPECTIONS: BUILDING
                   ELECTRICAL
                   GAS
                   MECHANICAL
                   PLUMBING
                   FIRE PROTECTION

Final inspections listed above were approved on dates indicated. This certificate is issued pursuant to Section 106.1.3 of the Florida Building Code.

TEMPORARY/PARTIAL CERTIFICATE OF OCCUPANCY ISSUED BY:

__________________________________________  ______________________
SIGNATURE OF BUILDING CODE OFFICIAL DATE

ATTACHMENT L
CERTIFICATE OF COMPLETION

PROJECT NAME:

LOCATION:

EXISTING OCCUPANCY:

(This certificate is not valid if there is a change of occupancy. A Certificate of Occupancy must be issued for any changes in the use or occupancy of the building or for any new structure. A Certificate of Completion is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system.)

PERMIT # ____________________________

FINAL INSPECTIONS: BUILDING
                    ELECTRICAL
                    GAS
                    MECHANICAL
                    PLUMBING
                    FIRE PROTECTION

Final inspections listed above were approved on dates indicated. This certificate is issued pursuant to Section 106.2 of the Florida Building Code.

CERTIFICATE OF COMPLETION ISSUED BY:

__________________________________________
SIGNATURE OF BUILDING CODE OFFICIAL

__________________________________________
DATE

ATTACHMENT M
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 system(s), the Building Code Administrator 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, according to F.S. 553.80(6)(d) and FBC 107.1.7.

RESPONSIBILITY:

PHYSICAL PLANT DIRECTOR OR PERMIT HOLDER
Applies for an Annual Facility Permit (Attachment “AA”) by formulating a general description of the activities he or she intends to engage in and the building on which he or she intends to work.

BUILDING CODE ADMINISTRATOR
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. Shuts down the work or declines the renewal of the permit should building code violations be found, records mismanaged or not filed in the timely manner.

BLDG. CODE COORDINATOR
Periodically monitors and inspects 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 “BB”) outlining the work is being properly kept and work is being accurately recorded.

PHYSICAL PLANT DIRECTOR OR PERMIT HOLDER
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.

Annual Facility Permit – Attachment “AA”
Annual Facility Permit Log – Attachment “BB”
ANNUAL FACILITY PERMIT

Issued To: ___________________________ Date: ___________________________
Department: ___________________________ Permit Expiration: ___________________________

<table>
<thead>
<tr>
<th>Building(s)</th>
<th>Scope of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 complied with.

Building Code Administrator, ___________________________ Date ___________________________

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.
ANNUAL FACILITY PERMIT LOG

Applicant:
Name: ___________________________ Date: ___________________________
Department: ___________________________ Position: ___________________________
University Address: ___________________________ Phone Number: ___________________________
Fax No.: ___________________________ E-mail: ___________________________
Log Location: ___________________________

List/describe work scheduled/expected: (attach additional sheets as necessary)

<table>
<thead>
<tr>
<th>Building</th>
<th>Description of Work</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ___________________________

ATTACHMENT BB
Permit
The enclosed 8 1/2" x 14" card is the Building Permit for the construction project indicated on the card. This Building Permit will become invalid unless the work authorized by the permit is commenced within six months after its issuance, or if the work authorized by the permit is suspended or abandoned for a period of six months after the time the work commenced.

Posting
Work shall not commence until the Authorized Contractor posts the permit card in a conspicuous place on the premises or in the job trailer. The Building Permit, including the Subcontractor List and Inspection Log, shall be protected from the weather and located in such a position as to allow the inspectors to conveniently make the required entries. The permit card shall be maintained in such position by the Authorized Contractor until the Certificate of Occupancy or Temporary Certificate of Occupancy is issued by the Building Code Administrator.

Documents
The FIU approved set of construction documents has been stamped “Reviewed for Code Compliance” and transmitted with the permit. The FIU permitted construction documents and a copy of the approved State Fire Marshal documents shall be kept at the site of work and shall be available for review by the inspectors. Deviations from the permitted documents shall be approved in writing by both the Architect/Engineer of record and FIU Facilities Planning or State Fire Marshal office. Equipment installation instructions shall be kept on the site for review by the inspector.

Codes
The list of State University System (SUS) Applicable Codes and Standards (Section 3) is included in these supplemental instructions.

Licensing and Insurance
It is the responsibility of the permit holder to ensure that all contractors performing the work comply with applicable licensing requirements. In general, all contractors must be licensed and insured for their respective work by the State of Florida through the Department of Business and Professional Regulation. Insurance requirements are to meet the requirements noted elsewhere in an attachment.

Access
By application for this permit, the permit holder grants right of entry to the building, structure, or premises to inspect the same or perform any duty imposed upon the Building Code Administrator or his representative by the building codes.
Stop Work Order
Upon notice from the Building Code Administrator, work on any building, structure, electrical, mechanical or plumbing system that is being 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.

Revocation
The Building Code Administrator may revoke a Building Permit or approval, if 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 Code Administrator may revoke a permit for the project or a portion of the work upon determination by the Building Code Administrator that the construction, erection, alteration, repair, moving, demolition, installation or replacement of the building, structure, electrical, gas, mechanical, or plumbing system for which the permit was issued is in violation of, or not in conformity with, the provisions of the codes.

Inspection Request
All projects will require code compliance inspections during the construction phase. The disciplines normally include, but are not limited to, mechanical, electrical, plumbing, and general building. The permit holder shall make all permits, drawings, specifications and change documents affecting codes available to the inspectors. Inspection personnel will be provided by the University or their desigee. The State Fire Marshal’s office is responsible for enforcing the Florida Fire Prevention Code and must be contacted according to their requirements.

The permit holder should call the telephone number on the permit card to request an inspection. The requestor shall be ready to provide the information required to complete the Inspection Request/Report Form (Attachment “H”). The permit holder may complete the Inspection Request/Report Form and fax it. The permit holder may indicate the time of day, in general, that the inspection is desired. The inspectors will try to accommodate these time-of-day requests, but it may not always be possible. Inspections will not be made on official holidays or weekends. In the event, a code inspector cannot inspect the work when requested, the work must not be concealed. Work not inspected and approved prior to concealment shall be uncovered for inspection. All time and costs for uncovering and reconstruction of such work shall be borne by the contractor.

It is the permit holder’s responsibility to manage the sequence of work and request the inspections in a timely manner. The permit holder shall not request an inspection unless all of the related work is complete for an entire building, floor, building wing, system, or recognizable portion, so the contractors and inspectors can readily track the progress of
the work. Work shall not proceed to the next step on any part of a building, structure, electrical system, gas system, mechanical system, or plumbing system until the previous step has been inspected and approved by the Building Code Administrator or his representative.

The permit holder and his subcontractors are responsible for ensuring the work is completed in accordance with Applicable Codes and Standards. The permit holder is required to make all portions of the work available for inspection and provide the means (e.g., ladder) for it to be inspected. The permit holder must be available during he inspection. The appropriate subcontractor should be available during the inspection. If not, the opportunity of an on-site discussion with the inspector will be lost.

Inspection Reports
The inspector will provide the permit holder with a written report indicating the results of the inspection. The permit holder shall provide a copy of each inspection report to the Architect/Engineer of Record in a timely fashion. Deviations from the approved documents shall be approved by the Architect/Engineer of Record and this office. The permit holder shall anticipate the need for this written approval and provide it to the inspector at, or before, the time of inspection.

The inspector’s is to inspect the work and document the results of the inspection. The inspector is not responsible for directing the contractors “how to correct a violation.” Only the Building Code Administrator, not the inspector, is authorized to accept an alternate method of compliance with the technical codes. If after reviewing the work with respect to the applicable codes and standards, a contractor believes a violation was cited incorrectly or wishes to request an alternate, the contractor should state in writing the inspection date, project title, permit number, applicable drawing number(s), applicable specification section number(s), applicable code section number(s), and an explanation of why the contractor believes the code violation was incorrectly cited. Usually, the report results will indicate one or more of the following:

Passed
This indicates that all items related to a particular inspection has been inspected and are in accordance with the applicable codes.

Conditional
This indicates that the vast majority (95%) of all items related to a particular inspection have been installed, inspected, and passed on the condition a few items be corrected. The inspector is in no way obligated to grant a “Conditional.” A “Conditional” will only be granted if the inspector believes, the contractor is able and willing to complete the work in accordance with the applicable codes, because of re-inspection will not be required. The inspector’s belief will be based on the extent and quality of work completed for the present and previous inspections. A “Conditional” will not be issued for uncompleted items, which relate to the protection of people’s health and safety. A “Conditional” will only be issued if a small quantity of minor items must be completed or corrected.
Not Ready
This will be used to indicate that a significant quantity of items related to a particular
inspection have not been installed at all, or have been installed incorrectly. If the
inspector finds three different code violations related to a particular inspection discipline,
he shall terminate the inspection, write “Inspection Terminated” below the third violation
of the report and designate the results as “Not Ready.”

Failed
This will designate the violations have been found and a description should be included in
the space provided on the report.

Final Certificate
The issuance of a Certificate completes the Building Code Administration process. The
permit holder must request a “Certificate of Occupancy” after completion of a new
building, building addition, or a renovation if an occupancy change occurred. The permit
holder should request a “Certificate of Completion” if occupancy was not an issue. The
permit holder must request the certificate in writing from the University.

Before the certificate can be issued, the following items must be submitted in writing, as applicable:

Request Letter from the qualifying agent of permit holder requesting a Certificate of
Occupancy or a Certificate of Completion, certifying all code violations have been
corrected.

Final Reports. A copy of all the final code inspections reports must be included.

State Fire Marshal Approval. Copy of the inspection approval letter from the State Fire
Marshal.

Elevator Approval. Copy of the elevator inspection approval reports from the
Department of Business & Professional Regulation.

Special Inspector. Letter signed and sealed by the special inspector certifying the
threshold building complies with the permitted documents and the shoring and re-shoring
complies with shoring and re-shoring plans submitted.

Flood Plain Certification. Letter signed and sealed by the engineer of record that the
structure, as constructed, meets or exceeds the flood plain criteria defined in the FEMA
document 44CRF-Part 60.

Other Certifications. Copy of any other certifications by the architect, engineer, and/or
contractors required by other jurisdictions such as the Florida Department of
Environmental Protection, county health unit, job copies of approved plans by other
jurisdictions and as-built drawings.

**Notice:** 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.

**Notice:** If this project involves the disturbance or removal of asbestos, it is the Authorized Contractor's responsibility to ensure compliance with Section 455.302, F.S. and notification to the Department of Environmental Health and Safety. If the project involves the demolition or renovation of an existing structure, it is the owner's responsibility to ensure compliance with Section 455.302, FS and notify the Department of Environmental Health and Safety of the intentions to remove asbestos.
PERMIT APPLICATIONS

The Building Code Administrator shall enforce the requirements for submission of a Building Permit Application and ensure the proper review of the applications. These requirements include the following:

**Application Data.** The Building Permit Application shall provide basic information about the applicant, the project, the architect/engineer, and subcontractors.

**Applicant.** The applicant or qualifying agent must be the entity or person responsible for the entire project and providing direct, onsite supervision of the work they are performing. The application must include the name, street address, mailing address, phone number, fax number, and license number of the applicant requesting the Building Permit. The name and signature of the qualifying person for the state contractor’s license must also be provided.

**Project.** The project name, project number, project street address, values of construction, and a description of the work to be performed must be included in the permit application. The building height, construction type, occupancy classification, and square footage of each occupancy classification must also be provided.

**Architect/Engineer.** The name, address, telephone number, and fax number of the prime Architect/Engineer of Record must be provided on the application. If the permit is to be issued on basis of an affidavit by an architect or engineer according to Section 104.3.2 of the Florida Building Code, a sworn affidavit form furnished by the Building Code Administrator must be submitted at time of building permit application. A list of persons certified under 467 F.S. performing plans review or inspections must be included, indicating discipline and copy of current certificate.

**Subcontractor.** The application must also include a Subcontractor List to designate the subcontractors by state license types. The applicant must indicate which types of subcontractors will be utilized, and provide the name, street address, mailing address, telephone number, fax number, and state contractor’s license number of each subcontractor. The qualifying agent’s name and signature must also be provided.

**Application Attachments.**
The applicant must attach copies of state licenses, certificates of insurance and any approved documents applicable to the project. It is the responsibility of the applicant to provide these documents with the Building Permit Application. A Building Permit cannot be issued without this information.

**licenses.** In accordance with Subsection 489.13(5), F.W., the Building Code Administrator must ascertain that the applicant and subcontractors are certified or
registered for the work before issuing a permit. Copies of state licenses of the applicant and subcontractors must be attached to the Building Permit Application. If any subcontractors are added later, the applicant must provide the appropriate data and copies of state licenses before they begin construction.

State Fire Marshal (SFM). If review is required by the SFM, a copy of the approval letter must be attached to the Building Permit Application. In no event can a Building Permit be issued without the SFM approval if required.

Florida Department of Environmental Protection (FDEP). If the documents must be reviewed and approved by FDEP, a copy of the approved document(s) must be attached to the Building Permit Application. A Building Permit cannot be issued without this approval if required.

Flood Plain. The civil engineer of record must certify the project, as designed, complies with the Federal Emergency Management Agency (FEMA) criteria for flood plain management included in CFR Title 44, Chapter I, Part 60. This certification must be on the construction documents.

Threshold Building. If the project includes a threshold building, a copy of the structural inspection plan with shoring and re-shoring plans must be attached to the application.

Code Review. If the construction documents have been previously reviewed for compliance with Applicable Codes and Standards by Plans Examiners, a copy of the approval documents should be included.

Construction Documents. A minimum of two sets of construction plans and specifications must be included with the Building Permit Application (refer to Policy and Procedures). If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, these documents must be signed and sealed by the Architect/Engineer of Record. If the level of work does not require the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, and no professionals were involved in the preparation of the documents, the documents must be prepared and signed by the licensed contractors, including state license numbers.

Structural Criteria/Calculations. The applicable structural criteria must be listed on the drawings. Any necessary structural calculations must be provided in a bound document, upon request of the Plans Examiner.

Application Review. The Building Permit Application will be date-stamped and receive a preliminary review for completeness. If the Building Permit Application submittal is incomplete, the reviewer must promptly notify the Applicant in writing of the items, which must be provided. If the Building Permit Application appears complete, the reviewer should provide written acknowledgment to the Applicant.
The Building Code Administrator must ensure that construction documents submitted with the Building Permit Application are reviewed for compliance with all applicable codes and standards. Once reviewed, the plans and specifications must be stamped "Reviewed for Compliance"; then signed and dated by the Building Code Administrator.

1. Codes & Standards:
The minimum applicable codes and standards are listed in Section 553.19, F.S. and Section 553.73, F.S. The Florida Building Commission, by revising their Rule 9B-3.047, F.A.C. may adopt later versions of these minimum codes. The list of currently Applicable Codes and Standards must be included with the Building Permit (Attachment B).

2. Plans Examiners:
The construction document must be reviewed for compliance with applicable codes and standards by EH&S.

3. Signature/Seals:
If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, these documents must be signed and sealed by the Architect/Engineer of Record. If the level of work does not require the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, and no professionals were involved in the preparation of the documents, the documents must be prepared and signed by the licensed contractors, including state license numbers.

4. Requirements:
The construction documents must be reviewed for compliance with Florida Statutes and the Applicable Codes and Standards which include the following:

   a. Construction Documents:
      Some requirements are in Section 553.79(6), F.S.

   b. Threshold building:
      In accordance with Section 553.79(7), F.S. the Building Code Administrator must require a statement by the Architect/Engineer of Record on the plans that, "to the best of the architect's or engineer's knowledge, the plans and specifications comply with the applicable minimum building codes and the applicable fire safety standards...".

   c. Calculations:
      Any calculations (e.g., structural) required to demonstrate compliance or present the basis for compliance with Florida Statutes and the applicable codes and standards must be properly reviewed.

   d. Reports:
      Any reports (e.g., soils) required to demonstrate compliance or present the basis for compliance with Florida Statutes and the applicable codes and standards must be properly reviewed.
Building Permit:
The Building Code Administrator must issue a building permit to applicant for the project specified on the Building Permit Application or provide a written explanation to the applicant. Once the building permit is issued, the applicant will become the permit holder.

1. Prerequisites:
The Building Code Administrator must issue, unless otherwise justified, a building permit to the applicant for the project specified on the application once the following are met:

   a. Proper application:
The required application forms and attachments must be properly completed and submitted by the applicant.

   b. Document review:
The construction documents must have been reviewed and found to be in compliance with Florida Statutes and the applicable codes and standards. Also, two of the sets of documents must bear the "Reviewed for Compliance" stamp, signed and dated by the Building Code Administrator.

   c. Contractor's licenses:
The Building Code Administrator must secure a copy of the state license for the applicant before issuing the building permit and for each of the other contractors before they begin work on the project.

   d. State Fire Marshal (SFM):
If required, the university must submit the construction documents to the SFM for review and approval. The university must receive written approval and a stamped set of construction documents from the SFM. A copy of this approval must be provided to the Applicant for submission with the Building Permit Application.

   e. Florida Department of Environmental Protection (FDEP):
If review and approval of the documents by the FDEP is required, a copy of the approval letter must be attached to the Building Permit Application.

   f. Flood Plain:
The civil engineer of record must certify that the project, as designed, complies with the FEMA criteria for flood plain management included in CFR Title 44, Chapter 1, Part 60.

   g. Threshold Buildings:
For threshold buildings, the university must secure the structural inspection plan from the architect or engineer of record. In accordance with Section 553.79(5)(a), F.S., "the purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector must inspect the shoring and re-shoring for conformance with the shoring and re-shoring plans submitted to the enforcing agency."
2. Permit Content:
In addition to the same basic information about the applicant, the project, the
Architect/Engineer of Record, and subcontractors which appeared on the
Building Permit Application, the building permit must also include the following:

a. Notice:
"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."

b. Asbestos:
Building permits for the demolition of renovation of an existing structure must
contain an asbestos notification statement which indicate the owner’s or
operator’s responsibility to comply with the provisions of
Section 469.003, F.S., and to notify the Department of Environmental
Protection of his intentions to remove asbestos, when applicable, in
accordance with state and federal law.

c. Signature:
The building permit becomes active when signed and dated by the Building
Code Administrator.
Requirements for Signed and Sealed Construction Documents

Signed and sealed engineering drawings are required for all projects with a total estimated value greater than $10,000. See F.S. 471:

471.03 Qualifications for practice, exemptions,–

1) No person other than a duly registered engineer shall practice engineering or use the name or title of “registered engineer” or any other title, designation, words, letters, abbreviations, or device tending to indicate that such person holds an active registration as an engineer in this state.

2) The following persons are not required to register under the provisions of ss. 471.001-471.037 as a registered engineer:

A person acting as a public officer employed by any state, county, municipal, or other governmental unit of this state when working on any project the total estimated cost of which is $10,000 or less.

Persons who are employees of any state, county, municipal, or other governmental unit of this state and who are the subordinates of a person in responsible charge registered under ss 471.001-471.037, to the extent that the supervision meets standards adopted by rule of the board.

Signed and sealed architectural drawings are required for all projects costing more than $25,000. See F.S. 481:

481.229 Exceptions; exemptions from licensure –

No person shall be required to qualify as an architect in order to make plans and specifications for, or supervise the erection, enlargement, or alteration of:

Any other type of building costing less than $25,000, except a school, auditorium, or other building intended for public use, provided that the services of a registered architect shall not be required for minor school projects pursuant to s235.211.
The Division of the University Architect/Facilities Management appointed the attached Building Code Board of Appeals. The Board shall consist of seven (7) persons appointed for a term of four (4) years or less. One or more alternate members may be appointed. A vote by an alternate appointee would only be registered when one of the seven (7) primary members did not vote. The Board officials should have knowledge of the building trades. At least one person from each of the following areas should be appointed to the Board: University Architect's Office, Facilities Planning, Physical Plant, Environmental Health & Safety, and General Counsel. The Building Code Administrator shall serve as secretary to the Board. Terms shall be staggered such that no more than 1/3 of the Board Members are appointed at any one time.

Any contractor may submit a written appeal of any decision made by the building official within 10 days of that decision. The decision of the Board on a submitted appeal shall be final.

Appointments to the Board of Appeal shall be for a four (4) year period. To maintain continuity in the membership of the board appointments at the time the code program is initiated, will be made for 2, 3, and 4 periods so that future full four (4) year appointment will be staggered.

**TABLE 1: Board of Appeals Appointment Schedule:**

<table>
<thead>
<tr>
<th>Initial 2000 Appointments</th>
<th>Year of Re-Appointment (all re-appointments will be 4-year terms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two individuals for 2-year term</td>
<td>2002, 2006</td>
</tr>
<tr>
<td>Two individuals for 3-year term</td>
<td>2003, 2007</td>
</tr>
<tr>
<td>One individual for 3-year term (as alternate)</td>
<td>2003, 2007</td>
</tr>
<tr>
<td>Three individuals for 4-year term</td>
<td>2004, 2008</td>
</tr>
<tr>
<td>One individual for 4-year term (as alternate)</td>
<td>2004, 2008</td>
</tr>
<tr>
<td>Organizational Unit</td>
<td>Professional Discipline (Registered Architect, Professional Engineer or General Contractor)</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>UNIVERSITY ARCHITECT'S OFFICE</td>
<td>Registered Architect</td>
</tr>
<tr>
<td></td>
<td>Registered Architect</td>
</tr>
<tr>
<td>FACILITIES MANAGEMENT</td>
<td>Registered Architect</td>
</tr>
<tr>
<td></td>
<td>Registered Architect</td>
</tr>
<tr>
<td></td>
<td>Registered Architect</td>
</tr>
<tr>
<td></td>
<td>Registered Architect</td>
</tr>
<tr>
<td>PHYSICAL PLANT</td>
<td>Physical Plant Director</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>EH&amp;S Director</td>
</tr>
<tr>
<td></td>
<td>EH&amp;S Assistant Director</td>
</tr>
<tr>
<td>FIU GENERAL COUNSEL</td>
<td>Esquire</td>
</tr>
<tr>
<td>RECORDING SECRETARY</td>
<td>Registered Architect</td>
</tr>
</tbody>
</table>