

University of North Florida
Building Code Administration Program

Department of Environmental Health & Safety
Division of Administrative & Finance
(A University of Florida/University of North Florida Joint Venture)

OBJECTIVE

This policy is written to establish and implement a building code administration program (program) at the University of North Florida (UNF) and protect the public's life, health, and welfare in UNF's built environment. This Program will be administered by the University of Florida's Environmental Health and Safety Division, Building Code Enforcement Program (UF EH&S). This Program will be

The BCA will provide project review of the design documents at the following times: schematic design, advanced design, 50%, 100%, and final bid construction documents. A "letter of code compliance", stating that the building plans comply with current code requirements, will be issued if all outstanding comments have been resolved.

All changes to the project must be approved by the BCA. All proposed change orders shall be submitted to the BCA by the architect at the time of issuance. The BCA will communicate all review comments to the project manager and/or architect in a timely manner. Costs associated with the change order are not required and do not affect approval by the BCA.

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 specifications and each page of the construction documents must be signed and sealed by the appropriate architect and engineer of record.

General Contractor/Construction Manager:

The general contractor or construction manager (GC/CM) shall apply for the building permit. The GC/CM shall be responsible for code compliance and permit documents. At the time of permit application, a list of all subcontractors along with appropriate license numbers and copies of their Worker's Compensation Insurance certificates and, if available, a "letter of code compliance" from the BCA indicating the plans have been reviewed. If a "letter of code compliance" has not been issued by the BCA, three copies of the signed and sealed (if required) final bid construction documents and specifications must accompany the application. A building permit will be issued after review and approval of the BCA. One of the submitted sets of plans and specifications will be returned to the contractor with the building permit and shall be stamped by the BCA stating "Reviewed for Code Compliance". The contractor shall protect and keep these documents on site and shall make them available for the BCA, inspector, architect and UNF officials.

University Construction/Maintenance Services:

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BCA. A building permit will be issued after submittals have been reviewed and approved by the BCA.

Board of Appeals:

The Vice President for Administration & Finance at the University of Florida shall appoint a Building Code Board of Appeals. This 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 members should have knowledge of the building trades. At least one person from each of the following areas should be appointed to the board: registered architect, professional engineer, general contractor, University Housing, Physical Facilities and Facilities Planning. One of the required members shall be appointed by the Vice President for Administration & Finance at the University of North Florida. The BCA 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.

PROCEDURES

Note: Refer to permit processing flowcharts on pages 9 and 10 of this section.

- 1) Architects, engineers and UNF design professionals shall prepare documents in accordance with the requirements of the currently adopted Florida Building Codes and State Statutes. Plans shall be drawn to scale with sufficient detail and clarity to indicate the nature and character of the work.
- 2) The project manager or architect shall forward three sets of signed and sealed construction documents to the BCA for review.
- 3) The BCA shall review the construction documents for code compliance and return comments to the project manager and/or architect, or issue a "letter of code compliance" to the project manager and/or architect in charge of the project.
- 4) The contractor or project manager shall apply for the building permit by submitting appropriate documents as required by the currently adopted Building Codes and State Statutes.
- 5) The BCA will review the permit application documents and issue a building permit if the information is acceptable and complete. The contractor shall review the permit documents and comply with any supplemental instructions and applicable codes.

with the SFM shall be done in writing and EH&S shall be copied on all correspondence.

4. **Project Changes:** All changes to the project must be approved by either EH&S

authorization. The General Contractor must also obtain approval from the State Fire Marshal.

Upon inspection approvals, the BCA will authorize the use of the designated areas, pending any special requirements issued by UNF EH&S and/or the State Fire Marshal.

Note: The BCA can order vacation of unauthorized areas and electrical power may be disconnected.

CORRECTION NOTICES

1) Correction notices are issued when code violations are found and a return trip by the inspector is required to verify corrections. If code violations are still present when the inspector returns, the contractor can be assessed a re-inspection fee of fifty dollars. Additional notices can incur fees of \$50.00 per occurrence. Payments for re-inspection fees must be payable to UNF and be received by EH&S prior to scheduling a follow up inspection. Contractors will be responsible for payment of re-inspection fees via company check.

2) Notices issued by inspectors will describe specifically what work is deficient. If there are too many items to list in a timely and efficient manner, the inspector may indicate the job is incomplete and not ready for inspection. **Incomplete work is considered a code violation.** Consideration will be given for unavoidable delays or climatic conditions.

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