


PROCEDURE

Subject	Building Code Administration Program	Number: 6.13.02
Source	Facilities Management	Reference(Rule#) 6X14-6.13
President's Approval/Date:	 1/22/2018	

POLICY:

To ensure that building plans and construction projects are reviewed and built in compliance with Florida Building Code (FBC) and Florida Fire Prevention Code (FFPC), the College may provide plan reviews and inspections service using certified personnel under F.S 468 and may issue permits and Certificates of Occupancy by a Chief Building Official in compliance with F.S. 1013.38 through the Facilities Department. The Chief Building Official shall be licensed by the State of Florida.

I. Building Code Program

- A. Permit applications will be given to Chief Building Official. The application will be logged and routed to the appropriate parties.
- B. In-house plans require review inspections, including fire inspections.
- C. Review comments either approved or disapproved shall be returned to the Design Professionals. Disapprovals shall be routed to the designer for correction.
- D. When the appropriate parties have approved all sections of the plans, the completed package shall be routed to the Building Code Official for issuance of a permit in the form of Application for Permit. The permit will be valid for one year after date of issuance.
- E. The Building Code Official may also issue an Annual Maintenance Permit for work conducted on the physical plant on a yearly basis in compliance with SREF.

II. Certificate of Occupancy

After successful completion of all required inspections, the Building Code Official shall issue a Certificate of Occupancy for the project.