UNIVERSITY POLICY ES-01.02 – 4/01

TO: University of West Florida Community

FROM: Dr. Morris L. Marx, President

SUBJECT: Building Code Inspection Program

AUTHORITY: Section 240.209 F.S.; Section 553.80(6)

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. Plans and Specifications for all construction and renovations on University property must be submitted for review. The University’s Building Code Administrator (BCA), also known as the Certified Building Official (CBO), shall review and approve all plans and issue permits prior to commencement of construction. The Code Inspection and Enforcement Program shall be based on the 1997 Standard Building Code and Florida Building Code. No construction may begin until a building permit has been issued for said project and appropriate fees have been received.

All projects shall be permitted regardless of scope or cost, with the exception of routine maintenance including painting, carpet replacement, and minor equipment repairs performed by University employees. University employees performing work within the scope of their employment do not have to be licensed in order to obtain a permit. All contracted employees and trades must be licensed without exception.

The BCA (or certified designated representative) will have the responsibility of reviewing the plans and specifications for compliance with adopted codes and standards. After reviewing the documents, comments will be returned with appropriate references.

A building permit will be issued to the contractor upon satisfactory completion of the application process and receipt and review of all necessary documents.

The BCA in conjunction with the general contractor or construction manager will develop an inspection schedule to facilitate appropriate inspections to coincide with the project construction schedule. The BCA shall initiate construction inspections in accordance with the established inspection schedule at times requested by the appropriate contractor(s). Inspectors shall be granted permission to perform any additional inspections, as they deem necessary to insure compliance with code requirements and project documents.
Prior to occupancy of a new or renovated building, the BCA shall issue a Certificate of Occupancy (CO) or Certificate of Completion, as appropriate. The certificate of occupancy will state the building is complete, constructed in accordance with the plans and specifications, and meets the minimum code requirements at the time of issuance of the building permit. The State Fire Marshal shall issue authorization to occupy based on compliance with State Fire Codes.

Fees for these services shall be borne by the project and will be billed directly to the appropriate construction account.

The Vice President for Administrative Affairs shall appoint a Board of Appeals to resolve discrepancies and approve variances submitted by the design team or contractors.

Approved: Dr. Morris Marx, President

DATE: 9/10/01