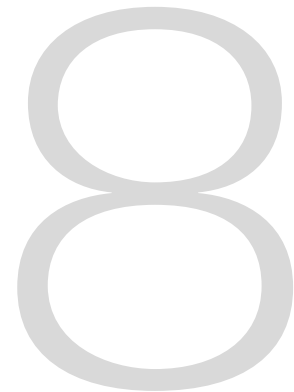




# BUILDING CODE ADMINISTRATION PROGRAM

POLICY AND  
PROCEDURES  
MANUAL



EDITION: DECEMBER 12, 2017  
USF FACILITIES MANAGEMENT - EHS

# BUILDING CODE ADMINISTRATION PROGRAM

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	BCA-FORM 00	BUILDING PLANS REVIEW & PERMIT CHECKLIST	USF PM	
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Building Code Administration is required by F.S. Sect. 1013.37, regulated by F.S. Chapter 553 Part VII. Categories of code administration personnel are established in F.S. Chapter 468 Part XII.

## D. RESPONSIBILITIES

### 1. FACILITIES MANAGEMENT QUALITY MANAGEMENT (FM-QM) REVIEW BUILDING CODE ADMINISTRATOR (BCA) CODE REVIEW

A Building Code Administrator has been appointed to manage the Building Code Administration Program. The Building Code Administrator (BCA) is licensed by the Department of Professional Regulation as a Building Official. The **BCA** administers, for code compliance, the document reviews and construction inspection process.

**BCA** reviews construction documents for compliance with adopted codes and standards. After reviewing the documents, comments, if any, are returned with appropriate references. A letter of code compliance is issued after final review and approval of 100% construction documents and upon resolution of all outstanding comments. The **BCA** and USF Facilities Management staff Quality Management (FM-QM) review of all phases of design submittals and permit set are incorporated into the **BCA** consolidated review. The **BCA** review summary at each submittal includes plans and specifications review for compliance with the Code and USF Design & Construction Guidelines (DCG). The review comments shall be identified as either **Code** or **FM-QM** requirement.

The **Contractor** (including Construction Manager or Design/Builder under a qualifying general contractor license) or under limited circumstances the USF Project Manager (USF-PM) submits to the **BCA** a request for a building permit. **BCA** issues permit to only a qualified contractor.

A building permit is 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 **Contractor**, develops a construction inspection schedule (see forms) to facilitate appropriate inspections, to coincide with the project construction schedule. The Building Inspectors (BI) performs construction inspections in accordance with the established inspection schedule. This requires up to five business days for scheduling. See inspection policy in effect at time of permitting.

Prior to occupancy of a new building or re-occupancy or completion of a renovated building or portions thereof, the **BCA** issues a certificate of occupancy or re-occupancy or completion (see forms). The certificate of occupancy, or re-occupancy, or completion states that the new or renovated building or portions thereof are complete, constructed in accordance with the construction documents, and meets the minimum **Code** requirements at the time of issuance of the building permit. The **BCA** and other required University entities must inspect and certify that the new or renovated building or portions thereof are substantially complete, prior to occupancy or re-occupancy or completion.

### 2. DESIGN PROFESSIONALS (Architect/Engineer)

### 3. GENERAL CONTRACTORS /

The **Contractor** requests and **BCA** performs inspections, in accordance with the inspection schedule.

Any changes to the permitted construction documents, after review and approval by the consultant, are to be reviewed and approved by the

## APPENDIX A -- DOCUMENTS REVIEW PROCESS

### PROCESS TO GET MAJOR OR MINOR DOCUMENTS REVIEWED

#### A. THE A/E SHALL PROVIDE:

1. **Submittal:** all deliverables are to be submitted in digital format, including signed & sealed digital file permit set.
2. **For Each Submittal:** A/E to submit each subsequent submittal with written response to the previous





## APPENDIX B -- MAJOR PROJECTS REVIEW

### A. REVIEW AT FOLLOWING PHASES OF PROJECT:

(Required phases and deliverables delineated in the Design Services Agreement.)

1. Program
2. Conceptual Schematic Design
3. Advanced Schematic Design
4. Design Development
5. GMP Submittal
6. 50% Construction Documents
7. 100% Construction Documents
8. **BCA** Final Permit Construction Documents
9. Construction Revisions

### B.

(Digital files shall be formatted to plot as 30" x 42" sheet.)

1. All comments must be addressed at the next review by the design team and shall be included in letterform to ease in tracking changes. Letter shall address what action design team will take to address comments.







## APPENDIX E – PERMIT FEE PAYMENT

### NOTICE TO CONTRACTOR OR PROJECT MANAGER:

We wish to inform you of an updated change in procedure that will affect how you do business on the campus of USF.

