

Approved:

  
Stephanie C. Kopelousos  
Secretary

Effective: July 16, 2010  
Office: Production Support  
Topic No.: 425-020-001-g

## **BUILDING CODE COMPLIANCE Plans Review, Permits & Inspections**

### **PURPOSE:**

To provide for **Florida Building Code** compliance for Florida Department of Transportation (FDOT) building projects; and to provide for building code compliance activities by local building officials. Local city and county building officials have the authority and responsibility to enforce **Florida Building Codes** for all building projects, including state-owned buildings.

### **AUTHORITY:**

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S.)

### **SCOPE:**

**This procedure applies to all building projects requiring building permits:** In-house, consultant; new construction, alterations, renovations; maintenance; work program, fixed capital outlay; etc. This procedure governs the actions of FDOT staff charged with project management and building inspection responsibilities for building design and construction projects. It also impacts operations of FDOT consultants and contractors with the above responsibilities.

### **REFERENCES:**

Sections 255.25, 255.30 and 255.31, F.S.  
Sections 553.73 and 553.79, F.S.  
Chapter 60D-7, Florida Administrative Code (F.A.C.)

### **DEFINITIONS / ACRONYMS:**

DCA - Florida Department of Community Affairs  
FBC - Florida Building Code  
FDOT - Florida Department of Transportation  
SFM - State Fire Marshal's (SFM) Office within the Florida Department of Financial Services

Permit - For the purposes of this procedure the term "permit" refers to the building construction permit issued by a local building official.

## 1. GENERAL INFORMATION

In order to protect the public health, safety and welfare, Florida law require local building officials to enforce the building codes for state owned and operated building facilities. As state owned and operated facilities, all buildings designed and constructed by the FDOT are subject to building code enforcement by the local city and county building officials.

The **FBC**, current, adopted edition, including latest supplements, is the applicable building code for the construction and renovation of building facilities in Florida. Copies of the **FBC** may be obtained by contacting the International Code Council or the local building official.

Local building officials will accept applications for building permits, issue building permits, conduct plans reviews and building inspections, and issue **Certificates-of-Occupancy (CO)**. The building contractor will pay for building code enforcement as a one-time permit fee at the time of application for a building permit. This building permit fee must be included in the contractor's bid amount for the project.

**NOTE:** The consultant or design/build firm must also submit signed and sealed 100% construction documents to the SFM prior to letting, including the plan review fee. Upon completion of their review the SFM will provide their approval for **Life Safety Code** compliance or return comments. The consultant must respond to any SFM comments and make required plans revisions prior to letting. **The local building official will not issue the building permit until SFM has approved the 100% construction documents.**

The SFM will conduct **Life Safety Code** inspections during construction and participate in the issuance of the **CO** with the local building official. **The local building official will not issue the CO until SFM has approved the completed project.**

## 2. FDOT RESPONSIBLE STAFF

The project phase will determine who on FDOT staff will be responsible for implementing this methodology. For informal, non-binding plans reviews conducted prior to letting, the FDOT Project Manager is the appropriate contact person. For plans review, permitting, inspections, and certifications after letting, the FDOT Resident Engineer, or the Construction Project Administrator, is appropriate.

### 3. CODE ENFORCEMENT FEES

3.1 Associated with the above code-enforcement are fees paid by FDOT through the design consultant, building contractor or design-build contractor, to the local building official. FDOT building projects must allocate funds to cover the cost of building permit fees so the funds will be included in the project budget. Fees will be paid by the consultant or contractor and included in their contract amounts.

3.2 For the purpose of the Permit Fee calculation, Project Amount is defined as the total construction cost (bid amount) minus the cost of fire protection (inspected by SFM), asbestos removal (unless a part of the reconstruction contract), roadway pavement (inspected by FDOT), and modular buildings (inspected by DCA). The Permit Fee must be rounded off to the nearest dollar.

3.3 Permit Fee covers the following code compliance activities:

- Plans Review(s)
- Issuance of Building Permit
- Performance and Tracking of Building Inspections

3.4 There are two opportunities to submit for plan review:

1. **At 100% Construction Documents**, prior to letting, the local building official may review the plans for code compliance. The official may issue either an approval letter or review comments, which may require plans/specs revisions. Any revisions may be handled prior to the letting period; submittal will be by the FDOT design/production entity (in-house design or consultant). This review is optional (by most local building officials), but required by FDOT, to lessen potential construction delays for code-related changes after contract award; and
2. **At Permit Application** by the contractor, the local building official will review the plans for code compliance. Again the official will provide either approval or comments. If plan revisions are required at this time, the construction notice-to-proceed may be delayed.

If a plans review has been performed prior to letting (see **Section 2.4.1** above), this review and the granting of the permit may be accelerated.

3.5 The Building Permit Fees will be according to the local building official's established fee schedule. These are based on the time needed by the building official to perform the plan review(s) and inspectors to conduct the complete series of inspections. The building codes require minimum types and numbers of

inspections. On large and complex projects, additional inspections may be required over the code minimums. The fee structure is set up to handle these additional inspections. Unforeseen issues may, however, require more inspections than originally intended. If further inspections are required to satisfy code requirements, FDOT may need to provide additional project funding.

Additional costs incurred due to failure of the contractor to construct facilities or provide items required by the building code, will be borne by the contractor.

The local building official will issue the building permits upon receipt of applications and satisfactory completion of plans reviews. At construction completion and sign-off by inspectors, and upon final approval by the SFM, the local building official will issue the **CO**.

#### **4. TRAINING**

There is no training associated with this procedure.

#### **5. FORMS**

There are no FDOT forms required by this procedure.

**NOTE:** Local building officials and the SFM will have certain forms associated with applications for plans reviews and, building permits and tracking of building inspections. The consultant and contractor are responsible for obtaining the appropriate forms/documentation at the time of plans submittal and permit application.