Policy

UNIVERSITY POLICY ES-01.05 –04/18

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Building Code Inspection Program

Responsible Office/Executive: Division of Finance and Administration

I. Purpose:

A. Safety and Health - University of West Florida maintains a safe and healthy campus and conducts all university related activities in compliance with applicable requirements for safety and health from federal, state, or local agencies. Thus, all renovations, remodels, additions, alterations, and new construction of university facilities, and repairs as applicable, whether performed by internal or external entities, must be approved by the University's designee to ensure compliance with the Florida Building and Fire Prevention Codes.

B. Florida Law - 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.

II. Policy:

A. Pursuant to the provisions of Section 553.80, Florida Statutes and interlocal agreements with the various local governments within which the University's properties are located, the University has elected to use the applicable local government's code enforcement offices in ensuring compliance with applicable building code requirements, including plan review, code enforcement, permit issuance, and inspection services. Accordingly, the properly designated code enforcement officials for the local government within which a particular University property is located will act as the Certified Building Official

(the "CBO") on behalf of the University to review and approve all plans and issue permits prior to commencement of any work including, but not limited to construction on that property.

B. No construction of a University project may begin until a building permit has been issued for said project and appropriate fees have been received by the appropriate CBO.

C. *All projects shall be permitted regardless of scope or cost*, with the exception of routine maintenance, as determined by the Facilities Maintenance department, which includes painting, carpet replacement, and minor equipment repairs performed by University employees. University employees performing work within the scope of their employment are not required to be licensed in order to obtain a permit. All contracted employees and trades must be licensed without exception.

D. Plan review, code enforcement, permit issuance, and inspection will be coordinated through the CBO in accordance with the ordinances or codes of the applicable local government.

E. The University will work with the appropriate CBO in conjunction with the general contractor or construction manager to develop an inspection schedule to facilitate appropriate inspections to coincide with the project construction schedule. Inspectors shall be granted permission to perform any additional inspections, as they deem necessary to insure compliance with code requirements and project documents.

F. Occupancy of a new or renovated building will not commence until the applicable CBO shall issue a Certificate of Occupancy ("CO") or Certificate of Completion ("COC"), as appropriate. The CO or COC 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.

G. Fees for these services shall be borne by the project.

H. Appeals to resolve potential Building Code issues on all University projects shall be administered in accordance with the ordinances or codes of the applicable local government providing the CBO.

Approved: _____ Date: 4.19.18
Dr. Martha D. Saunders, President

History: Replaces ES-01.04-08/11 with substantive revisions.