

SUBJECT: University Building and Fire Code Compliance	Effective Date: 5-5-06	Policy Number: 3-109	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Director of Environmental Health and Safety		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all university departments and units.

POLICY STATEMENT:

All renovations, remodels, additions, alterations, or new construction on any UCF campus, whether done by internal or external entities, must be approved by the Environmental Health and Safety Building Code Administrator to ensure compliance with building and fire codes. The Environmental Health & Safety Building Code Administrator is the university authority for all building code issues at the university. The Environmental Health & Safety Fire Safety Coordinator is the UCF liaison with the State Fire Marshal, who is the legal authority for all fire code issues.

DEFINITIONS:

Plans Review. Formal review of construction documents or design drawings for compliance with building and/or fire codes.

Building Permit. A legal document issued by the appropriate authorities authorizing new construction or major alterations to existing structures. This document, in accordance with Florida law, must be posted and displayed on the construction site.

PROCEDURES:

The review process typically involves the following steps:

1. Five identical sets of drawings or documents for the proposed work are submitted to Environmental Health & Safety for plans review. See the Building Code website for plans review fees and a document review form.

2. The Building Code Administrator submits some of the drawings to the State Fire Marshal for fire code plans review, while simultaneously reviewing the rest of the drawings for building code review.
3. Once both fire code and building code plans reviews are satisfactorily completed, the contractor will apply for a building permit. See the Building Code Website for permit fees and application forms.
4. Once the permit fees are paid, a building permit is issued and must be posted at the job site for the duration of the work.
5. The work is inspected during and after construction. After both fire code and building code final inspections are satisfactorily completed, the Building Code Administrator will issue a certificate of occupancy.
6. New or significantly renovated facilities may not be occupied prior to the issuance of a certificate of occupancy.

FORMS: <http://www.ehs.ucf.edu/forms.html>

CONTACTS: Environmental Health & Safety Building and Fire Code Office
<http://www.ehs.ucf.edu/>
 (407) 823-5323

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-109	
Initiating Authority: <i>Wall Tomarchi</i>	Date: <i>7/27/06</i>
Policies and Procedures Review Committee Chair: <i>Beth Barnes</i>	Date: <i>July 18, 2006</i>
President or Designee: <i>John C. Hill</i>	Date: <i>7/31/06</i>