



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Building and Fire Code Compliance	Effective Date: 2/8/2018	Policy Number: 3-109.1
	Supersedes: 3-109	Page: Of: 1 4
	Responsible Authority: Director of Environmental Health and Safety	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community and all university, Direct Support Organization, Auxiliary, and other related University of Central Florida (UCF) entity owned buildings

POLICY STATEMENT

UCF 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 Environmental Health and Safety's Building Code Administrator to ensure compliance with the Florida Building and Fire Prevention Codes. All permit applications and fees must be submitted and approved prior to commencing any work. Failure to receive approval and pay applicable fees will result in additional fines and may result in appropriate disciplinary action up to and including termination.

DEFINITIONS

Addition. An extension or increase in floor area, number of stories or height of a building or structure.

Alteration. Any construction or renovation to an *existing structure* other than *repair* or *addition*.

Building Permit. A legal document issued by the appropriate authorities authorizing new construction or repairs (as deemed appropriate by building code administrator review), renovations, remodels, additions, and alterations to existing structures. In accordance with Florida law, this document must be posted and displayed on the construction site.

Certificate of Completion. A document that serves as proof that a structure or system is complete, and for certain types of permits is released for use, and may be connected to a utility system. This certificate does not grant authority to occupy a building prior to the issuance of a certificate of occupancy.

Certificate of Occupancy. A document issued by the Building Code Administrator following a building or structure inspection in which no violations of the provisions of the Florida Building Code, or other laws that are enforced by the Building Code Office, were found.

Plans Review. A formal review of construction documents or design drawings performed to ensure compliance with building and fire codes.

Repair. The reconstruction or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

University Community. All faculty, staff, students, employees of Direct Support Organizations, visitors, and contractors.

PROCEDURE

1. The requesting department is required to use the Building Code Office electronic software to submit a permit. The permit applicant will submit a minimum of three identical sets of plans and/or design documents for the proposed work to Environmental Health and Safety (EHS) for review. Projects will be charged permit fees necessary to conduct plan reviews and inspections of the work per the current Florida Building Code. These fees must be paid before a permit is issued. No work can commence prior to receiving a permit and noncompliance with this policy will result in the assessment of double fees. See the Building Code website for the Building Code Fee Curve and the Document Review Request Form.
2. The Building Code Administrator will review the plans for building code compliance and, where applicable, submit any required drawings to the State Fire Marshal for fire code plans review. The Building Code Administrator is the university authority for all building code issues, and the EHS Fire Safety Coordinator is the authority for all fire code issues, as well as the liaison with the State Fire Marshal.

3. The Building Code Administrator will notify the requestor when the fire and building code plans reviews are satisfactorily completed. Upon notification, the contractor may apply for a Building Permit. See the Building Code website for the Building Permit Application Form, Building Code Fee Curve, and payment instructions. Please note that the State Fire Marshal invoices separately for additional fees.
4. Upon issuance, the Building Permit must be posted at the job site for the duration of the work.
5. The permitted work will be inspected during and after construction as required in the Florida Building Code and the Fire Prevention Code. After both Fire Code and Building Code final inspections are satisfactorily completed, the Building Code Administrator will issue a Certificate of Occupancy or a Certificate of Completion.
6. New or renovated facilities may not be occupied prior to the issuance of a Certificate of Occupancy or Certificate of Completion, as applicable.
7. Where the Building Code Administrator finds any work regulated by the Florida code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the Building Code Administrator is authorized to issue a stop work order.

APPEALS

Any aggrieved party may appeal the Building Code Administrator's decision and his or her interpretation of the Florida Building Code to the Florida Building Commission, as per Florida Statute 553.775.

FORMS AND RELATED INFORMATION

Building Code Forms, Fees, and Procedures <http://www.ehs.ucf.edu/buildingcode.html>

The current edition of the Florida Building Code <https://codes.iccsafe.org/public/collections/FL>

Florida Statute 553.775

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0500-0599/0553/0553ContentsIndex.html

UCF Policy 3-106 Maintenance, Repair, and Housekeeping

<http://policies.ucf.edu/documents/3-106MaintenanceRepairandHousekeeping.pdf>

Florida State University System Board of Governors Regulations on University Supervision of Construction

http://www.flbog.edu/documents_regulations/regulations/FINAL14_020ConstructionProgram.pdf

CONTACTS

Environmental Health and Safety Building and Fire Code Office
Facilities and Safety Building 16

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Orlando, FL 32816-3500

<http://www.ehs.ucf.edu/>

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INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-109.1</u>	
Initiating Authority: <u>Will F. March</u>	Date: <u>2-6-18</u>
University Policies and Procedures Committee Chair: <u>Ronda L Bishop</u>	Date: <u>1/29/2018</u>
President or Designee: <u>John C. Hill</u>	Date: <u>2/8/18</u>