DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 7/31/2006

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 Building Official 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 fees 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 Official. The designated authority charged with administration and enforcement of the Florida Building Code.

Building Permit. A legal document issued by the appropriate authorities authorizing new construction or repairs (as deemed appropriate by the Building Official 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 Official, Code Administrator following a final 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 Department 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 university employees, volunteers, faculty, staff, students, employees and volunteers of Direct Support Organizations, as well as visitors, and contractors who conduct business with UCF.

PROCEDURE

1. The authorized applicant requesting department is required to use the Building Departments permitting Code Office electronic software, Citizenserve, 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 Department Code website for the Building Code Fee schedule Curve and the Document Review Request Form.

2. The Building Official, Code Administrator, or authorized representative, 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 Official 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 for all construction, renovations and repair projects.

3. The Building Official Code Administrator, or authorized representative, will notify the applicant/requestor when the fire and building code plans reviews are satisfactorily completed and issue the permit. 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 State Fire Marshal Fire Code and Building Code final inspections are satisfactorily completed, the Building Official 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 Official Code Administrator, or authorized representative, finds any work regulated by the Florida Building Code being performed in a manner either contrary to the provisions of this code, or dangerous or unsafe, the Building Official Code Administrator is authorized to issue a stop work order.

APPEALS

Any aggrieved party may appeal the Building Official’s 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 Policies – UCF Building Department
http://www.ehs.ucf.edu/buildingcode.html

The current edition of the Florida Building Code
Florida Building Codes - ICC Digital Codes (iccsafe.org)
Florida Statute 553.775
Chapter 553 Section 775 - 2019 Florida Statutes - The Florida Senate (flsenate.gov)
UCF Policy 3-106 Maintenance, Repair, and Housekeeping

Florida State University System Board of Governors Regulations on University Supervision of Construction
FINAL14_020ConstructionProgram.pdf

CONTACTS

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

3528 N. Perseus Loop
Bldg. 16A, Rm 158

Orlando, FL 32816-3500

http://www.ehs.ucf.edu/
(407) 823-5323

UCF Building Departmenthttps://www.buildingdepartment.fs.ucf.edu/

INITIATING AUTHORITY

Vice President for Compliance and Risk Administration and Finance and Chief Financial Officer

History: 3-109 7/31/2006; 3-109.1 2/8/2018