
 UCF Building Department <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> Permitting Procedure </div>	Effective Date: 9/23/20	Procedure Number: 1
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1. APPLICABILITY

This procedure establishes and implements a building code enforcement program for the University of Central Florida (UCF) to safeguard life and welfare in the construction setting within the UCF community. Our commitment to safety shall be provided through the State of Florida's implementation of the Florida Building Code and the application of the performance-based standards contained within it.

The following policies and procedures apply to all UCF entities, vendors, contractors, their sub-contractors Architects and Engineers to work on university-owned or operated facilities and university-affiliated Direct Support Organization facilities.

2. PROCEDURE STATEMENT

Any owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Florida Building Code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit. No construction may begin until a building permit has been issued for said project and appropriate fees have been received.

It is the policy of UCF to maintain a safe and healthy campus and to conduct all university-related activities in compliance with the Florida Building Code.

3. DEFINITIONS

Building Codes: A series of ordinances enacted by the state/local government establishing minimum requirements that must be met in the construction and maintenance of buildings.

Building Applications - Permits: A formal approval and review process to ensure that the plans for construction comply with construction standards.

Building Inspection: An inspection performed by a certified building inspector to make professional judgments to ensure building code requirements are met throughout different stages of completion.

Building Re-inspection: A repeat inspection carried out after a previous inspection did not meet building code. Re-inspection fees apply.

Cost of Work: The total value of the work covered by the permit, including design, materials, equipment and labor. This shall include the fees charged by UCF IT, if a separate permit is not secured.

Time of Inspections: Inspections and re-inspections shall be made during the established regular working hours (8:00 a.m. to 4:00 p.m.), except when special circumstances prohibit inspection during this time period.

Final Inspection: The last step to ensure that the construction meets the requirements of the building code.

Permit: A license to proceed with the work.

State Fire Marshal (SFM): The authority having jurisdiction for Florida Fire Prevention Code requirements.

Stop Work Order: A written or electronic notice for a contractor or owners' representative to cease all work occurring at a location, depending on severity of the violation this could apply to all permits issued to the contractor.

4. RESPONSIBILITY

By the authority delegated from the university President, the UCF Building Department and its Building Official will ensure compliance with the Florida Building Code.

5. ASSOCIATED DOCUMENTS

PERMITTING FEES Appendix, A.
DOCUMENT REVISIONS Appendix, B.

6. PROCEDURE

The following Building Department procedures shall be followed for any construction on University property.

6.1 Permit Application Process:

- o All University and EH&S approvals must be received prior to permit submittal by the applicant. Permits without appropriate University approvals may be revoked and permit fees forfeited.
- o Permit applications are submitted online through the [Citizenserve](#) portal, paper documents are no longer accepted.
- o Permit application shall be fully completed. Incomplete applications will delay review
- o Cost of Work shall include total value of the work covered by the permit, including design, materials, equipment and labor. This shall include the fees charged byUCF IT, if a separate permit is not secured.
- o Payment will be by UCF account transfer, for all internal UCF entities, payment by check is only by prior Building Department approval. Checks are to be made out to the University of Central Florida.
- o Applications will not be accepted without payment Information
- o The contractor is required to provide insurance information, with UCF listed as additionally insured, and the contractor's license information prior to issuance.

- o **Plans requiring Florida State Fire Marshal review.**
 - Please complete an application for State Fire Marshal review, [located here](#), and upload with your documents.
 - SFM fees are in addition to the plan review fees charged by the Building Department and billed directly to the Project Manager by the SFM. SFM fees are non-refundable.

- o **Documents will be reviewed in the following timeframes:**
 - Under 2 million in project cost: 7 working days for each submission.
 - Over 2 million to 8 million in project costs: 15 working days per submission.
 - Over 8 million in project costs: 20 working days per submission
 - State Fire Marshall Review: 40 calendar days.

- o **Time limitation of application:**

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of submittal. The Building Official is authorized to grant one or more extensions of time for additional periods not to exceed 90 days each. The extension shall be requested in writing and with justifiable cause demonstrated.

1.1 Permit Intent:

- o Every permit shall become invalid unless the work authorized by such permit is commenced within six month after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the last inspection.

- o If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

- o If a new permit is not obtained within 180 days from the date the initial permit became null and void, the Building Official is authorized to require any work which has commenced or been completed be removed from the building site.

- o Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.

1.2 Payment of Permit Fees:

- o The fees shall be calculated in accordance with the established Permit Fee Schedule. Additional fees as mandated by state statute shall be included in addition to the normal fee schedule, **see appendix A.**
- o Fees must be paid by funding account# or completed journal#, applicant may pay by check payable to The University of Central Florida, under special circumstances, with prior approval.
- o All fee's for additional services not covered by the permit fee will be billed directly to the responsible party by the provider.

1.3 Cancelled Projects:

- o Building Department collected fees are non-refundable once the services have been rendered.
- o The inspection portion of the Building Department fees may be refundable if no inspections have been completed.
- o If any work has been completed on the project, the site must still be inspected for continued safe and code-compliant conditions. Inspection charges shall be applied to the project.
- o No refunds shall be made on collected fees in the amount of \$500 or less; these fees shall be retained to cover Building Department administrative costs.

1.4 Plan Review:

- o Documents shall be submitted in [Citizenseve](#), files shall be submitted in separate files by discipline.
- o A revision cannot be submitted until the initial review is complete and comments responded to.
- o Please see **Appendix B** for Revision procedures.
- o Expedited reviews are available for an additional fee.

2. Building Inspection:

- o Each permit fee covers a limited number of inspections per permit category. These inspections are covered under the Building Department Permit Fees and represent no charge to the contractor.
- o All construction work for which a permit is required shall be subject to inspection by the Building Official and/or designated Building Inspector.
- o Construction work shall remain accessible and exposed for inspection purposes until approved. The applicant is required to provide access to the area including all associated ladders, lifts or similar support equipment on the scheduled day of inspection. All test equipment shall be provided by the contractor.

3. Inspection Process:

- o Inspections shall be requested a minimum of 48 hours in advance.
- o Inspections are scheduled during regular hours Monday to Friday from 8:00 a.m. to 4:00 p.m.
- o Holiday, same day and Non-working hours inspections are available for an additional fee, payable directly to the provider.

3.1 Contractor:

- o Schedule inspections through the [Citizenserve portal](#)
- o Inspections shall be scheduled according to the qualifying criteria as related to each of the disciplines.
- o To prevent unnecessary re-inspection fees the contractor must verify that all prior approvals have been obtained, that all pertinent conditions have been met, and that all work is code-compliant prior to scheduling inspections.
- o All permitted work must be completed, and all outstanding fees must be paid prior to scheduling of the final inspection.

4. Inspection/Re-inspection Cancellations:

- Inspections cancelled after 4 p.m. the business day prior to the inspection day will be subject to a re-inspection fee.

5. Re-inspection Process:

5.1 Re-inspection Fee Assessment:

Re-inspection fees may be assessed for each inspection or re-inspection when such portions of the work for which the inspection has been scheduled is not complete.

A re-inspection fee may also be assessed when:

- The approved plans are not readily available to the inspector.
- Work was not completed per the approved plans.
- Work is improper or incomplete.
- Adequate access or access to equipment is not provided.
- There is a system malfunction.
- Non-specified materials are used.
- Items on the correction notice have not been corrected.
- Access was not provided on the date and time for which the inspection was requested.
- There is deviation from plans requiring the approval of the Building Official.

5.2 Contractor Responsibilities:

- The contractor is responsible for tracking their permit submittals, plan reviews, requesting inspections and providing this information to the UCF Project Manager.
- The contractor is accountable for all re-inspection fees.

- o All re-inspections shall be scheduled.
- o The Construction Representative may schedule a re-inspection as soon as the failed inspection's corrections are completed.
- o Payments shall be made by check only; cash payments are not allowed.
- o Re-inspection checks are payable to the entity who is performing the re-inspection: the vendor or UCF, as appropriate.

6. Delinquent Payments:

- o No additional inspections will be performed until all fees are paid. A Certificate of Completion, Temporary or Final Certificate of Occupancy will not be issued for a project with any outstanding fees due on any permit associated with the project.
- o No final inspection will be performed on a permit that has any outstanding fees.

7. Working Without a permit:

- o Any work requiring a permit that has been commenced prior to issuance of a permit from The UCF Building department will incur a Stop Work order and a penalty. The penalty will range from a minimum of \$500 to twice the permit fee based on the severity of the offense. The stop work order will not be lifted until payment is received.

8. Unlawful Continuance:

Any work continued after having been served with a Stop Work Order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as defined by law and enforced by the Building Official.

9. Certificate of Completion (CC):

When all final inspections are approved and entered in the system, a Certificate of Completion is applied for through the [Citizenserve portal](#).

10. Certificate of Occupancy (CO):

Prior to occupancy of a new building or a change in occupancy classification, the Building Department shall issue a Certificate of Occupancy.

The permit holder shall apply for Certificate of Occupancy after completion of a new building, building addition, or a renovation if an occupancy change occurred.

A Certificate of Occupancy is applied for through the [Citizenserve portal](#).

After all final inspections have been passed, upload the following documents with your application.

- o A letter from the permit holder stating the construction has been completed in accordance with the approved plans and specifications
- o A letter from the Architect or Engineer of record stating all Code related RFI's have been submitted as revisions and approved by the UCF Building department.
- o A copy of the State Fire Marshalls final Inspection approval letter.
- o A copy of the Elevator Inspectors approval report
- o A preliminary commissioning report approved by the Engineer of record.
- o All special inspector or threshold inspector final reports.
- o Additional documents may be required.

11. Temporary Certificate of Occupancy (TCO):

A Temporary Certificate of Occupancy is applied for through the [Citizenserve portal](#). A TCO is valid for 30 days, if the TCO must be extended a new application and fee is required. On all extended TCO's, the Building Official must be involved in all Owner-Architect-Contractor meetings until the Certificate of Occupancy is issued.

After all final inspections have been passed upload the following documents with your application

- o An approved preliminary final inspection letter from the State Fire Marshalls Office.
- o All inspections complete or a written description of what is still outstanding.
- o A T&B report approved by the engineer of record.
- o A floor plan showing area to be included in TCO and the exits from the space.
- o Requires an application fee be paid prior to issuance.
- o Additional documents may be required.

Appendix A

Permit fee schedule Effective 8/3/20

Cost of Work	Total Building Permit Fee
\$0 to \$1,000	\$100.00 Flat Fee
\$1,000.01 to \$10,000	\$150.00 Flat Fee
\$10,000.01 to \$50,000	\$150.00 for the first \$10,000. plus \$24 for each additional thousand or fraction thereof to and including \$50,000
\$50,000.01 to \$250,000	\$1,110 for the first \$50,000, plus \$17.00 for each additional thousand or fraction thereof to and including \$250,000
\$250,000.01 to \$1,000,000	\$4,510.00 for the first \$250,000 \$250,000, plus \$11 for each additional thousand or fraction thereof, to and including \$1,000,000
\$1,000,000.01 to \$5,000,000	\$12,760 for the first \$1,000,000, plus \$8.50 for each additional thousand or fraction thereof, to and including \$5,000,000
\$5,000,000.01 to \$12,000,000	\$46,760.00 for the first 5,000,000, plus \$6 for each additional thousand or fraction thereof, to and including \$12,000,000
\$12,000,000.01 and up.	\$88,760.00 for the first 12,000,000, plus \$5. for each additional thousand or fraction thereof

Hourly Rate for additional services

Hourly Rate Fees

All hourly rates below are based on performing work during normal business hours with a two (2) hour minimum.

- Building, Mechanical, Electrical, Plumbing Plan Review

\$78.00

- Building, Mechanical, Electrical, Plumbing Inspection

\$78.00

Re-inspection Fees

For any inspection that is requested by the contractor but cannot be executed due solely to causes under the control of the contractor are-Inspection fee of 150.00 will apply. If , after inspection, it is determined that construction does not meet the minimum standards of the Florida Building Code, \$150.00 fee will apply. PDCS may waive this re-inspection fee if the code violation is corrected and a properly licensed inspector will be on site with the availability to return and reinspect the project that day or the next. PDCS will invoice all applicable re-inspection fees directly to the contractor.

Same Day Inspection Fee

Same day inspections are defined as inspections requested and performed during the same business day. In the event a same day inspection is performed, a fee of \$150.00 applies. However, if a properly licensed inspector will be on site and has the availability to inspect the project as requested PDCS will waive the same day inspection fee. PDCS will invoice all applicable same day fees directly to the contractor. PDCS recognizes that the contractor, not the university, is responsible for the payment of these fees.

After Hours inspection Fee

For any inspection that is requested by the contractor that is required to be performed outside of the normally accepted work hour for a specific construction project a flat fee of \$300.00 will be charged. PDCS requires a minimum of 48 hours' notice for any afterhours inspections.

Expedite Fee

To move your project to the front of the queue and have it begin review after the current one under review is complete. A flat fee of \$550.00 is charged.

Appendix B

Department: Building Department

Construction Document Revisions

Definitions:

Requests for Information (RFI) are for an owner, architect and contractor to request further information from each other during construction.

Architects Supplemental Instructions (ASI) are used by the architect to issue additional instructions or interpretations or to order minor changes in the work.

Revision A change to the approved construction Documents.

Procedure:

1. **Requests for information (RFI)** do not require review from the Building Department or its representatives unless the response or an **ASI** represents a revision/correction to the approved plans. If the response represents a revision/correction, then that shall be submitted to the UCF Building Department as a **Revision** for plan review.
2. **Revisions** are to be submitted with a narrative to the permit in Citizenserve permitting software. Changes to the approved document are to be clouded and marked with a triangle with the revision number of the applicable item on the revised sheet. Each sheet's revision block shall reflect changes made to that sheet only.
3. Revisions will not be accepted until reviews already in progress are completed. The only exception will be deferred submittal.
4. Revisions cannot be submitted as a Conformed set.
5. **Documents that do not meet submission requirements will be rejected.**