

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
CONSTRUCTION PROJECT INSPECTIONS	08-0107	1 OF 3
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-8.7 Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection	November 20, 2024	

**Purpose**

The purpose of this procedure is to outline the steps, requirements and actions required for the plan review and building inspections of construction projects in accordance with the Florida Building Code as described in Florida State College at Jacksonville’s (FSCJ/College) Building Code Enforcement Manual and below.

**Designation of Responsibilities**

- A. The Building Code Administrator, as licensed under Florida Statutes, Chapter 468, Part XII Building Code Administrators and Inspectors, section 468.601 – 468.633, shall be designated as the College’s authority charged with the administration and enforcement of the Florida Building Code in accordance with Florida Statutes, Chapter 553, Part IV Building Construction Standards, section 553.70 – 553.898.
- B. The Fire Official as licensed under Florida Statute 633.216, shall be designated as the College’s authority charged with the administration and enforcement for the Florida Fire Prevention Code and adopted Fire Prevention Standards in accordance with Florida Statutes, Chapter 633, Part II Fire Safety and Prevention.
- C. Additional College personnel properly licensed under Florida Statutes, Chapter 468 or 633, shall be designated to perform Plan Review for the construction permitting process.
- D. Inspections during construction shall be performed by properly licensed personnel under Florida Statutes, Chapter 468 or 633.

**Procedure**

- A. Review of Construction Documents
  - 1. Construction drawings and/or specifications shall be properly reviewed by licensed staff to assure compliance with the Florida Building Code, Florida Fire Prevention Code, State Requirements of Educational Facilities (SREF) and other applicable codes prior to issuance of a Building Permit by the College’s Facilities Management & Construction office.
  - 2. The Building Code Administrator may also submit the drawings and specifications to the Department of Education (DOE) for Plan Review or may outsource the documents to an external Architect/Engineer who is properly licensed by the Florida Department of Professional Regulation to perform such duties.

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
CONSTRUCTION PROJECT INSPECTIONS	08-0107	2 OF 3
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-8.7 Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection	November 20, 2024	

**B. Inspection of Construction in Progress**

1. Properly Certified inspectors under Chapter 468, Florida Statutes, shall ensure that appropriate professional inspections are performed in accordance with the Florida Building Code. The reports are to be submitted to the Facilities Management and Construction office outlining, at a minimum:
  - a. progress of work,
  - b. compliance with documents, and
  - c. quality of the work.
  
2. Inspectors will also report any observed code deficiency to the Contractor, College Project Manager and Architect/Engineer as appropriate in a timely manner.
  
3. Fire Safety Inspections: Properly certified inspectors under Florida Statutes, Chapter 633, shall ensure that appropriate professional inspections are performed in accordance with the Florida Fire Prevention Code and associated Florida adopted standards and the reports are submitted to the Facilities Management and Construction office. The Fire Safety Inspector shall prepare an inspection report that reflects the findings of the inspection in accordance with the applicable codes and standards. Optional field inspections other than the final inspection may be conducted at any time during the project as time permits.

**C. Final Inspections**

1. When the contractor determines that the entire project is complete, he/she may request a final inspection of any or all the following areas:
  - a. site work,
  - b. building structure,
  - c. plumbing,
  - d. mechanical,
  - e. electrical,
  - f. gas,
  - g. fire safety,
  - h. energy,
  - i. accessibility,
  - j. finishes,
  - k. elevators,
  - l. program equipment installation,
  - m. life safety, and
  - n. other construction related areas as appropriate.

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
CONSTRUCTION PROJECT INSPECTIONS	08-0107	3 OF 3
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-8.7 Florida Building Code and Florida Fire Prevention Code Enforcement and Inspection		November 20, 2024

**D. Certificate of Occupancy (CO)**

1. Once all occupancy related inspections are completed, satisfactorily documented and the Architect of Record agrees that all affected areas of the project are ready to be safely occupied for their intended use by students and/or staff, the Contractor may submit a Certificate of Occupancy request to the Facilities Management and Construction office.
2. Prior to physical occupancy of a building or remodeled area, the College’s Building Code Administrator and the Fire Official will visit and inspect the site for safe occupancy and execute the Certificate of Occupancy.

**E. Certificate of Final Inspection (CFI)**

1. Once the Contractor has completed the punch list for the project and final payment for the project has been approved by the Project Architect, an executed Certificate of Final Inspection (CFI) will be issued for all projects exceeding the amount specified in Florida Statute 1013.37 and SREF Chapter 4, section 4.1, 4.2, 4.3. The College may require a CFI for lower cost projects if it is determined to be in the College’s best interest to do so. Said requirement will be appropriately noted on the Building Permit.
2. Upon Board approval, final payment in accordance with Florida Statute 218.735 will be made to the Contractor. The CFI shall also be electronically transmitted to the Office of Educational Facilities (OEF) and Florida Department of Education through the Educational Facilities Information System (EFIS) by the College.

REFERENCES: F.S. 218.735, Chapter 468, 553, 633, 1001.64, 1013.37, Florida Building Code and State Requirements for Educational Facilities (SREF) Chapter 4, Section 4.1. 4.2, 4.3

Adopted Date: November 2, 1987

Revision Date: October 2, 2012, July 23, 2015, November 20, 2024

Review Date: March 14, 2018, March 13, 2024