

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	5070	PAGE 1 of 3
PROCEDURE TITLE:	Permit and Inspection of Construction	
STATUTORY REFERENCE:	FLORIDA STATUTES 468, 1013.37, 1013.371 AND 1013.38	
BASED ON POLICY:	V-3 Construction Contract Documents and Submittals V-7 Plan Review and Inspection of Documents, Submittals, and Construction Projects	
EFFECTIVE DATE:	September 15, 1969	
LAST REVISION DATE:	October 11, 2005	
LAST REVIEW DATE:	October 11, 2005	

The purpose of this procedure is to establish uniform standards for the management and archival of all facilities project data, submission of documents for plan review to authorities having jurisdiction, and submission of required project data to other appropriate agencies. These standards shall apply to all projects the College undertakes for the construction, renovation, remodeling, lease, lease-purchase, and maintenance of any educational facility or ancillary plant.

1. CHIEF BUILDING OFFICIAL

The Miami Dade College Chief Building Official shall be designated by the Vice Provost of Facilities Operations and shall ensure that all plans and educational and ancillary plants meet the standards of the Florida Building Code and the Florida Fire Prevention Code and to provide for the enforcement of these codes in areas of its jurisdiction.

- a. Only one individual may be designated as the Chief Building Official
- b. The Chief Building Official shall possess and maintain a proper valid certification as required in Chapter 468, Florida Statutes.
- c. Plans examiners and building code inspectors shall be required to possess and maintain a proper valid certification as required in Chapter 468, 471 or 481, Florida Statutes.
- d. The College may designate a building code inspector from another local jurisdiction or may contract with any person or entity for the provision of plans review and building code inspection services. No individual may inspect or examine plans on projects in which the individual or entity designed or permitted the projects.

2. PLAN REVIEW AND SUBMISSION OF CONTRACT DOCUMENTS

- a. The Chief Building Official shall ensure that all new construction, renovation, remodeling, day labor, and maintenance projects conform to the appropriate sections of the Florida Building Code,

Florida Fire Prevention Code, or where applicable, other building codes, and life safety codes.


- b. An application for a Building Permit must be submitted for each project. The Chief Building Official shall determine whether a permit is required and whether the criteria for issuance have been satisfied.
 - 1) An application for permit shall be filed by the project manager, architect/engineer (A/E), or contractor using the approved Application Permit Form which can be found in the Shared file at <https://www.mdc.edu/kendall/facilities>.
 - 2) The A/E of record shall submit to the assigned plan reviewer the plans (Phase I, II, III, 50% and 100%, depending on the needs or requirements of the job. An internal review consistency and compliance with college standards and preferred specifications shall also be conducted.
 - 3) Comments shall be returned to the A/E of record to either incorporate on the plans or to discuss with the plans reviewer. These comments will be denoted as Mandatory, Recommendation, or Comment.
 - 4) Once all Manadatories are satisfied and the Recommendations and Comments discussed to everybody's satisfaction, then a Code Compliance Letter will be issued. The original to the Project Manager with copies to the A/E of record and contractor. The Chief Building Official may then issue a Permit.
 - 5) The A/E of record will issue signed and sealed construction drawings to the college, plan reviewer, inspector, and contractor. Permits shall remain in effect for one year, from the date of issuance, or as long as continuous construction activity progresses. Projects which are inactive 1 year after the Permit was issued shall be void and re-submittal for plans review is required to obtain a new Permit.
 - 6) The plan reviewer and inspector may be invited to the pre-construction meeting and successive meetings, so inspection requirements and schedules can be discussed.
 - 7) The contractor is responsible for requesting inspections and arranging inspection schedules. The A/E or college may request additional inspections.
 - 8) An electronic copy of the inspection report shall be sent to the Project Manager, A/E of record, and contractor. Electronic mail is encouraged to expedite the process. Violations found in the field during inspections are to be discussed immediately so solutions may be implemented expeditiously.
 - 9) The contractor shall schedule a final walk-through with the code inspector. If this is a satisfactory inspection and all life safety systems and issues have been satisfied, tested and certified by an approved agency, a Certificate of Occupancy, when required, will be issued by the inspector to the contractor.

3. FINAL INSPECTION/CERTIFICATE OF OCCUPANCY

- a. To provide for the final inspections/Certificate of Occupancy of construction projects. All projects which require a permit require a Certificate of Occupancy prior to use by the College and final inspection in order to be closed. A Certificate of Occupancy is a part of and required for substantial completion. In order to successfully pass final inspection, all requirements of the project must be completed. Credits to the contract amount for minor elements of the work which are incomplete or unsatisfactory may be accepted by the College in lieu of performance.

4. PROCEDURE

- a. Facilities Management will be represented by the Project Manager or representative at all final inspections of construction projects. Other College personnel may be the Dean of Administration or a representative, the Campus Facilities Planner, the Director of Campus Services, the users and College maintenance personnel if deemed necessary.
- b. Final Inspections are coordinated among the Construction Manager or General Contractor, working for the College on the projects, the Architect and Engineer of Record, the College Project Manager and the Building Official and/or representatives.
- c. Construction hats (hard hats) will be worn by all persons entering an area where construction is underway. No soft shoes (i.e. sneakers) allowed in any construction site.

	
	10/11/05
PRESIDENT	DATE