

STANDARD OPERATING PROCEDURE # AES 2.004

Subject: Plans Examination and Permitting Procedures

Purpose and Scope: To establish a departmental policy that creates a continuous flow for the project planning process and the permitting process that assists both EH&S and AES in minimizing the effort of routing a project. This SOP supplements the University policy for the Building Code Inspection Program by adding an operating procedure agreement between AES and EH&S.

Policy: The BCA and AES project managers will follow the guidelines and procedures set forth below.

Procedures: (For Review and Permitting)

Review Process

1. Conceptual, Schematics and sets up to 95% drawings received by AES Planning and Design will be logged in and a group e-mail notification will be sent to everyone including EH&S and the BCA for preliminary review and the opportunity to provide comments. Planning and Design will provide the BCA with 1 copy.
2. 100%, Signed/Sealed, construction documents/drawings received by AES Planning and Design will be logged in, stamped "Construction Set" and a transmittal (hard copy or electronic) will be created and 4 sets of drawings will be delivered directly to the BCA for project review. An e-mail notification will be distributed.
3. For all projects, with the exception of capital construction, the BCA should be allowed up to 7 business days for project comments for in-house small project review not involving outside consultants (barring any unforeseen extenuating circumstances.) For plans requiring outside consultant review, the BCA will maintain communications with the PM on the schedule of the review. Code comments will be provided in writing to the A/E and copied to the AES PM who is listed on the distribution e-mail sent for the project.
4. EH&S will maintain the responsibility of submitting in-house designs for fire marshal review at the request of the project manager. (Consultant will have the responsibility of submitting their plans for review.)
5. For all projects, the Planning Department will provide the final package including:
 - PRF (BCA will sign and provide the inspection fee amount)
 - Four sets of drawings for BCA to review. If approved, the BCA will sign and stamp the approved sets. One set will remain on file in the BCA office, one set will be forwarded to the Planning and Design current file rack, one set will be forwarded to the Project Manager, and the fourth set will be given directly to the contractor when permit is issued. The contractor's signed and approved set must be kept at on the job site during all construction.
 - Scope statement
 - Project manager's name, project amount and project index number; index number will be assessed permit fees.

Permitting

6. Project Managers shall inform all contractors that it is the contractor's responsibility to work directly with the BCA on permitting for the job. No projects may commence without first obtaining the appropriate permits. For capital construction projects and formula funded projects utilizing more than 2 disciplines, the contractor will have the responsibility to post a permit placard at the site for inspector sign-off and date when inspection is complete.
7. The BCA will notify the PM by e-mail for documentation of any correction requirements communicated to the contractor at the site.
8. Final inspections must be performed and approved by both the BCA office as well as the Fire Marshal's office. It is the contractor's responsibility to call for inspections through the BCA office for final building/MEP inspections. It is the responsibility of the PM to ensure coordination of the Fire Marshal final inspection, which includes request forms.
9. Final payment will NOT be made until the final inspection has passed and a certificate of occupancy (CO) is issued and provided to the project manager.

Special Procedures:

Fire Marshal Review:

- ❑ For In-House design, it will be the PM's responsibility to transmit 2 sets of the final drawings to EH&S complete with the State Fire Marshal request form for review. By statute, the Fire Marshal is allowed a 30 day review period. The State Fire Marshal's office with invoice EH&S for the plan review. This invoice will be forwarded to Project Manager and/or Business Manager to be processed for payment from project funds. The reply from the FM office will be returned to EH&S.
- ❑ For Consultant Design, it will be the responsibility of the consultant to submit 2 signed and sealed sets of plans and specifications directly to the Fire Marshal office for review and the project manager's responsibility to follow up on the timeline of that review. The contracted firm will pay the State Fire Marshal's office and will invoice the University of West Florida as a reimbursable expense. The reply from the FM office will be returned to the consultant.
- ❑ Based on the scope of each project, AES Planning and Design will consult with the BCA office to determine Fire Marshal review requirements.

Developed by:

Director
Architectural and Engineering Services

Tam Landis, BCA
Environmental Health and Safety

Associate Director
Architectural and Engineering Services

Approved by:

Dr. James Barnett,
Associate Vice President Facilities Services