



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 2006, Revised July 17, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 3.003

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. Project Managers will follow the guidelines and procedures set forth below. The Escambia County Division of Building Inspections is the Authority Having Jurisdiction for Code Enforcement (AHJ).

Procedures: (For Review and Permitting)

Review Process

1. Design Development, Schematic Design and all phases up to 100% un-reviewed drawings will be submitted to the UWF Design and Survey Records Manager to be logged in and distributed to the Project Manager and others as required. The Design and Survey Records manager with Project Manager's approval will send a group e-mail notification to the Facilities and Information Technology Services Points-of-Contact for preliminary review and the opportunity to provide comments.
2. The design consultant will provide the **Escambia County Division of Building Inspections** with the required number of 100 % Signed and Sealed Construction document sets for plan review and permitting. The A.H.J. is required a **minimum** of **10** business days for plan view prior to issuing any building code correction comments in writing to the design team for their response in writing. Design consultant will maintain written communications with the A.H.J and FPC on all code review comments, plan review schedule and fees required for permitting. The Contractor will pay for the building permit fees under their contract.
3. **State Fire Marshal** - The design consultant will maintain the responsibility of submitting design documents to the State Fire Marshal and communicate the submittal date to the Project Manager. The University will be invoiced for this document review.
4. **North West Florida Water Management District (NFWFMD)** - The design consultant will maintain the responsibility of submitting design documents to the NFWFMD and communicate the submittal date to the Project Manager and Director of



Utilities, Energy and Sustainability. The University will be invoiced for this document review.

5. **Prior to beginning the construction project,** Design Consultant shall submit one (1) full size 100%, Signed/Sealed record set and two half (1/2) size set of construction documents to Design and Survey Records Office. Note: Major Design and Construction shall follow the submittal requirements listed in their Contract. See SOP FAC 2.001 For Project Drawing review.

Permitting

1. The Project Manager shall inform all contractors that it is the contractor's responsibility to work directly with the A.H.J. on permitting the project. No projects may commence without first obtaining the appropriate permits. Contractors will have the responsibility to obtain and post a permit plan card at the site for inspector sign-off and date when inspection is complete.
2. The General Contractor will notify the Project Manager by e-mail regarding any correction requirements communicated by the A.H.J. to the contractor at the site.
3. Final inspections must be performed and approved by Escambia County A.H.J. and State Fire Marshal's office and North West Florida Water Management District if required.
4. It is the contractor's responsibility to call for all inspections through the Escambia County Authorities Having Jurisdiction Office, State Fire Marshal and NWFWM for all final inspections. It is the responsibility of the PM to ensure coordination of the Fire Marshal final inspection.
5. 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: It will be the responsibility of the design professional consultant to submit 2 signed and sealed sets of plans and specifications directly to the State Fire Marshal office for review and the P.M.'s responsibility to follow-up with the design professional on the schedule of that review.



North West Florida Water Management District Review: It will be the responsibility of the Design professional consultant to submit required signed and sealed Construction document sets and specifications directly to the NFWFMD for review and the Project Manager's responsibility to follow up with the design professional on the schedule of that review.

Developed by: Facilities Planning & Construction

Approved by:

DocuSigned by:
James Manor
951BE17225F94BE...
James Manor
Executive Director
Facilities Management

DocuSigned by:
Christopher Martin
D5F9973754834E8...
Christopher Martin
Assistant Vice President
Facilities Management