

PLANS REVIEW, PERMITS & CONSTRUCTION



FLORIDA
STATE COLLEGE

at Jacksonville™

ADMINISTRATION MANUAL BUILDING CODE & FIRE SAFETY

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INTRODUCTION

PREFACE

The information contained in this Administration Manual, Building Code & Fire Safety reflects the knowledge and experience of the design and construction professionals of the Florida State College at Jacksonville (College), and is a tribute to their efforts.

This information is comprehensive but is not perfect for all situations at all times. Users are reminded that this is intended to be used for plans review, permit and construction only, as the title suggests.

Since it is intended to be used for plans review, permit and construction, it may, but should not necessarily be followed precisely, as project requirements vary, nor especially should it be dismissed without careful consideration. Part of the careful consideration should be the assurance that it will help the user to think, and in so doing will help to keep the needs of the Project in focus.

To be most useful, it must be kept current, and must always be kept open to improvement. Your constructive criticism is invited.

If you discover something is missing or discover a better way to do something described in the manual, share it with us and we will share it with the other users.

PURPOSE

The further purpose of this Manual is to establish and implement the administration and enforcement of the Florida Building Code at the Florida State College at Jacksonville (College) in accordance with state law and the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

This Manual provides instruction regarding building code compliance with relation to plans review, permit and inspection. It is not intended to provide a synopsis of the code requirements.

INTRODUCTION

AUTHORITY

Section 1013.37, Florida Statutes (FS) requires the Florida State College at Jacksonville, District Board of Trustees to ensure that facilities comply with building code, fire code and life safety codes.

Section 553.73, 553.79 and 553.80, F.S. details this issue by requiring compliance with the Florida Building Code, Florida Fire Prevention Code and Life Safety Code. Further, Section 553.80(6)(a) and (b), F.S. allows college boards the option to administer and enforce code provisions or utilize the services of the local building department as in our case the City of Jacksonville and Nassau County.

POLICY

Pursuit to Florida Statutes, the Florida State College at Jacksonville (College) will provide the administration and enforcement of the Florida Building Code, Florida Fire Prevention Code and Life Safety Code internally. Therefore, all College administration and facility management staff must understand their roles and responsibilities to ensure proper building code compliance.

Simply stated, all new construction, renovations, remodeling, day labor and maintenance projects performed at the College shall comply with the Florida Building Code and all other applicable codes. This policy requires that all College entities performing new construction, renovation, remodeling and maintenance will comply with the following:

- Submit construction documents (drawings and/or project manuals) for plans review and,
- Request and obtain the required permit prior to any such work to be done and,
- Ensure proper inspections during the construction process and,
- Certify completion prior to occupancy or re-occupancy.

Refer to Section 6 Appendices; Appendix F, F-1 References.

INTRODUCTION

HOW TO USE THIS MANUAL

Included in the Manual are various written components, which form the basis of documentation needed from consultants and contractors for the Florida State College at Jacksonville (College) projects, the deliverables expected with their attendant procedures, the technical standards to be followed by the College and the Consultants to achieve consistent, finished and complete documentation, and when applicable, the services expected from the Consultant during bidding, construction, and project close-out.

The examples included are suggestions for a consistent approach in reviewing the documentation with relation, to the applicable codes. All examples should be carefully reviewed and adapted as required to best suit the needs of the project being considered.

The Manual is divided into six (6) general parts (sections) as shown in the Table of Contents and as follows:

- Section 1 – Plans Review
- Section 2 – Permits
- Section 3 – Annual Facility Permit
- Section 4 – Construction
- Section 5 – Delivery / Job Order Construction
- Section 6 - Appendices

MANUAL UPDATING PROCEDURES

It is intended that the Administration Manual, Building Code & Fire Safety; hereafter, called the “Manual”, be amended and updated periodically or every three (3) years to satisfy the needs of the Florida State College at Jacksonville and the end users.

Amendment Proposals

There are no restrictions on who may propose an amendment.

In order to propose an amendment to the Manual, it will be necessary to describe the type of amendment which is being proposed, and whether it is a modification to an existing entry, or the addition of an entirely new entry.

INTRODUCTION

Send all amendment proposals to the Florida State College at Jacksonville, Facilities Management and Construction, attention: Building Code Administrator. Each proposed amendment will be followed-up individually with the proposer if there are questions.

Amendment Proposal Submittals

Please photocopy the specific section in need of change, and enter all changes in red ink. Please make sure all revisions are legible and clearly understood as to their intent.

It is requested that the submitted amendment proposal include the name, location and telephone number of the proposer, and date.

Amendments and updates will be published on an as needed basis, and will be distributed to the College website: www.fscj.edu/district/building-permits.

MANUAL UPDATE HISTORY

Original Date of Issue: 02.01.2012

Revision 1:

Revision 2:

Revision 3:

Thank you,

Jack Brede

John (Jack) M. Brede
Building Code Administrator

Michael E Pindell

Michael E. Pindell
Fire Official / Fire Safety Inspector

End of Introduction

DEFINITIONS

DEFINITIONS

A/E. Architect / Engineer.

AHJ. See Authority Having Jurisdiction.

ACCESSIBLE. A site, building, facility, or portion thereof that complies with Chapter 11, FBC-Building. Section 11-3.5, FBC-Building.

ACCESSIBLE MEANS OF EGRESS. A continuous and unobstructed way of egress travel from any accessible point in a building or facility to a public way. Section 1002, FBC-Building.

ACCESSIBLE ROUTE. A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps and lifts. Section 11-3.5, FBC-Building.

APPROVED. Acceptable to the code official or authority having jurisdiction. Section 202, FBC-Building.

ARCHITECT. A Florida-registered architect. Section 202, FBC-Building.

AUTHORITY HAVING JURISDICTION (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approved equipment, materials, an installation, or a procedure. NFPA Standard 1, Fire Code.

BUILDING. Any structure used or intended for supporting or sheltering any use or occupancy. Section 202, FBC-Building.

BUILDING CODE ADMINISTRATOR. The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. See Building Official.

BUILDING OFFICIAL. The officer or other designated authority charged with the administration and enforcement of this building code, or a duly authorized representative. Section 202, FBC-Building.

BUILDING PERMIT. An official document or certificate authorizing construction issued by the building official in accordance with Section 105 of the Florida Building Code. SREF, 1.2.

DEFINITIONS

CERTIFICATE OF OCCUPANCY. Document issued by the authority having jurisdiction that indicates inspection and approval of completion of a construction project pursuant to the requirements of the Florida law.

COLLEGE. Florida State College at Jacksonville.

CONDITIONAL. An on-site review of a facility or site, which complies to the applicable codes with minimal and reasonable adjustments, to the work category being inspected, at that time. This is a judgment decision by the inspector as to allow work in this category to continue as scheduled.

CONSTRUCTION DOCUMENTS. Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit. Section 202, FBC-Building.

DELIVERABLE. Documents, which are required for permit issuance. See Plans and Submittal.

DELIVERY / JOB ORDER CONSTRUCTION. An annual continuing contract with a qualified construction contractor to provide ongoing construction services (and limited as built design services) for numerous smaller projects. This process provides a “Rapid” response with smaller construction projects.

DRAWING SIZE. Documents shall be submitted on sheet size twenty-four (24) inch by thirty-six (36) inches (24 x 36 inches / 609.6 x 914.4 mm) or US Architectural Drawing Size: ARCH D SIZE.

EMERGENCY LIGHTING. Lighting designated to provide required illumination automatically in the event of any failure of the general lighting. SREF, 1.2.

ENGINEER. A Florida-registered professional engineer. Chapter 202, FBC-Building.

EXISTING STRUCTURE. A structure erected prior to the date of adoption of the appropriate code, or one for which a legal building has been issued. Section 202, FBC-Building.

EXIT. That portion of a means of egress that is separated from all other spaces of a building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge. NFPA Standard 101, Life Safety Code.

EXIT ACCESS. That portion of a means of egress that leads to an exit. NFPA Standard 101, Life Safety Code.

DEFINITIONS

EXIT DISCHARGE. That portion of a means of egress between the termination of an exit and a public way. NFPA Standard 101, Life Safety Code.

FEEC. Florida Energy Efficiency Code for Building Construction; Chapter 13, FBC-Building. SREF, 1.2.

FAILED. Not acceptable to the code official or authority having jurisdiction. Corrections, in that category, are to be made and a request for re-inspection is mandatory.

FIRE CODE ADMINISTRATOR / PLANS EXAMINER. Reviews, approves, and enforces the provisions of the Florida Fire Prevention Code and applicable state and federal statutes, codes and standards adopted by the State of Florida pertaining to fire prevention and fire protection.

FIRE LANE. A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus. Section 202, FBC-Building.

FIRE OFFICIAL. The officer or other designated authority charged with the administration and enforcement of the Florida Fire prevention Code, latest adopted edition, or a duly authorized representative. Also see Fire Code Administrator / Plans Examiner.

FIRE SAFETY INSPECTOR. An individual that performs inspections, plans review duties, and resolves complex code related issues for compliance with fire safety and prevention laws, codes and regulations. Section 633.081, Florida Statute.

FIRE SEPARATION. Fire separation is achieved by a fire wall, building separation of sixty (60) linear feet, or the requirements of Table 602, FBC-Building. SREF, 1.2.

FIRE WATCH. The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

FLORIDA BUILDING CODE (FBC). The building code used for new construction, renovation, remodeling, day labor and maintenance of all public educational facilities.

FLORIDA FIRE PREVENTION CODE (FFPC). Codes adopted by the State Fire Marshal at three (3) year intervals as required by Chapter 633.0215, Florida Statutes. This complex set of fire code provisions are enforced by the local fire official within each county, municipality, and special fire districts in the state. Chapter 633.0215, Florida Statute.

DEFINITIONS

FLORIDA STATE COLLEGE AT JACKSONVILLE. College.

INSPECTION. An on-site review of a facility or site as required by Chapter 1013, F.S., and by SREF.

INTERIOR FINISH. Materials permanently affixed to the interior building structure. SREF, 1.2.

LIGHT-FRAME CONSTRUCTION. A type of construction whose vertical and horizontal structural elements are primarily formed by a system of repetitive wood or light gage steel framing members. Section 202, FBC-Building.

MAINTENANCE AND REPAIR. The upkeep of educational and ancillary plants including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure; repainting of interior or exterior surfaces; resurfacing of floors; repair or replacement of glass and hardware; repair or replacement of electrical and plumbing fixtures; repair of furniture and equipment; replacement of system equipment with equivalent items meeting current code requirements provided the equipment does not place a greater demand on utilities, structural requirements are not increased, and the equipment does not adversely affect the function of life safety systems; traffic control devices and signage; and repair or resurfacing of parking lots, roads, and walkways. Does not include new construction, remodeling, or renovation; except, as noted above. SREF, 1.2.

MEANS OF EGRESS. A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three (3) separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. NFPA Standard 101, Life Safety Code

NEC. National Electrical Code also referred to as NFPA 70.

NFPA. National Fire Protection Association.

NEW CONSTRUCTION. Any construction of a building or unit of a building in which the entire work is new. An addition connected to an existing building is considered new construction. For accounting purposes, a construction project is considered new through the fiscal year in which the project was completed and the first year thereafter. SREF, 1.2.

NOT READY. An on-site review of a facility or site, as requested by the holder of the building permit or their authorized agent, has been requested and scheduled for inspection; however, upon on-site arrival the work is not completed for the necessary inspection or review category as requested.

DEFINITIONS

OCCUPANT LOAD. For life safety purposes, the maximum number of persons that are allowed to occupy a building or room at any one time. SREF, 1.2.

PARTIAL. An on-site requested inspection of a facility or site, which is part of a review category that cannot be completed with one (1) on-site inspection or review. Generally, this type inspection for a specific category is approved at permit issuance.

PASS. The action taken when an inspection category (building, electrical, mechanical, plumbing, gas, fire or life safety) is acceptable to the code official or authority having jurisdiction.

PERMIT. An official document or certificate issued by authority having jurisdiction which authorizes performance of a specified activity. Section 202, FBC-Building.

PLANS. All construction drawings and specifications for any structure necessary for the building official to review in order to determine whether a proposed structure, addition, or renovation will meet the requirements of the Florida Building code or other applicable codes. Section 202, FBC-Building. See Deliverable and Submittal.

PORTABLE FIRE EXTINGUISHER. A portable device, carried or on wheels and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire. NFPA Standard 10, Standard for Portable Fire Extinguishers.

REGISTERED DESIGN PROFESSIONAL. An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed. Section 202, FBC-Building.

RE-INSPECTION. The action taken when an inspection category is reviewed after the initial inspection or review has been performed and identified as not being acceptable to the code official or authority having jurisdiction. This inspection is mandatory after the initial inspection category is marked "FAILED".

REMODELING. The changing of existing facilities by rearrangement of space and/or change of use. Only that portion of the building being remodeled must be brought into compliance with the building and life safety codes unless the remodeling adversely impacts the existing life safety systems and exiting of the building. SREF, 1.2.

DEFINITIONS

RENOVATION. The rejuvenation or upgrade of existing facilities by installing or replacing materials and equipment. The use and occupancy stay the same. Only that portion of the building being renovated must be brought into compliance with the building and life safety codes unless the renovation adversely impacts the existing life safety systems of the building. SREF, 1.2.

REPAIR. Defective material or parts shall be replaced or repaired in such manner so as to preserve the original approval or listing. Section 301.11, FBC-Mechanical.

REPAIR AND MAINTENANCE. See Maintenance and Repair. SREF, 1.2.

SREF. State Requirements for Educational Facilities.

SHOP DRAWING. A drawing or set of drawings produced by a contractor, supplier, manufacturer, subcontractor, or fabricator. Shop drawings are typically required for prefabricated components and emphasize a particular product or installation. See Submittal.

SPECIAL FIRE SAFETY INSPECTOR. An individual that conducts basic fire inspections and applies codes and standards. Section 633.081, Florida Statute.

STANDARD INSPECTOR. A person who performs inspections and is certified in one or more disciplines, either building, plumbing, electrical, mechanical or other specialty to inspect structures at different stages of completion. These inspections are done to assure compliance with codes, which are being enforced by this jurisdiction. In this case the Florida Building Code (FBC).

SUBMITTAL. Documents (drawings, sketches, etc.), manuals (specifications, booklets, pamphlets, etc.) or materials (manufacturer's product literature, manufacturer's technical data, manufacturer's installation instructions, samples, etc.) provided for review, record, file or approval to a jurisdiction having authority. See Deliverables, Plans and Shop Drawing.

WALL, LOAD BEARING. Any wall meeting either of the following classifications:

1. Any metal or wood stud wall that supports more than one hundred (100) pounds per lineal foot (1459 N/m) or vertical load in addition to its own weight. Section 202, FBC-Building.
2. Any masonry or concrete wall that supports more than two hundred (200) pounds per lineal foot (2919 N/m) of vertical load in addition to its own weight. Section 202, FBC-Building.

WALL, NON-LOAD BEARING. Any wall that is not a load-bearing wall. Section 202, FBC-Building.

End of Definitions

SECTION 1

PLANS REVIEW

SECTION 1-1

INTRODUCTION

Facilities Management & Construction represents Florida State College at Jacksonville (College) as its Building Code enforcement agency. As the regulatory arm of the College, Facilities Management & Construction reviews plans, addendums, revisions, selected submittals; as well as, issues building permits and certificates of occupancy.

As such, Facilities Management & Construction is responsible for the minimum plans review criteria of all construction documents and accompanying data. Construction documents and/or accompanying data with descriptive transmittal should be sent to:

- Jack M. Brede, Building Code Administrator
Florida State College at Jacksonville
Facilities Management & Construction
501 West State Street, Suite 303
Jacksonville Florida 32202

SECTION 1-2

PLANS ROUTING

Construction documents (100%) and accompanying data, as submitted, shall be marked as to level of the design and electronically date stamped as being received. A plans review routing sheet shall be attached. Plans review, relating to code compliance, will be routed to each of the following disciplines:

- Building
- Electrical
- Plumbing
- Mechanical
- Gas
- Fire Protection Systems
- Life Safety

Refer to Section 6 Appendices; Appendix A, A-3 Plans Review Routing Sheet.

SECTION 1 PLANS REVIEW

SECTION 1-3 PRELIMINARY REVIEWS

As an aid to review, on large construction projects, Facilities Management & Construction conducts reviews prior to final construction documents (100%). The prior review service is not mandatory, but Design Professionals are encouraged to take advantage of this service to ensure that the completed documents and accompanying data can be reviewed and processed quickly. Plans review prior to 100% completed construction documents also provides the design professional the opportunity to make corrections to the plans early in the project when the project drawings are not as highly developed and easier to make code related changes.

No fee is charged to the design professional for this service and the percent (%) of completion of the documents is flexible.

SECTION 1-4 SCHEMATIC DESIGN DOCUMENTS (15%) OPTIONAL

Construction documents may be sent to Facilities Management & Construction for preliminary code analysis and review at this level of the Design phase process. One (1) set complete, of Schematic Design drawings (size 24" x 36") with transmittal may be sent as directed above.

Generally; at this level, plan review will be performed in the Building, Fire and Life Safety categories. Comments are formatted in a letter by the Building Code Administrator, or duly authorized representative, and sent directly to the Design Professional and/or the College Project Manager, unless otherwise directed by the College.

Note: A/E response is not necessary at this level of plans review.

SECTION 1-5 DESIGN DEVELOPMENT DOCUMENTS (60% - 90%) OPTIONAL

Construction documents and accompanying data may be sent to Facilities Management & Construction for a secondary review at this Design Development phase. One (1) set complete, of the Design Development Drawings (24" x 36") with transmittal may be sent as directed above.

SECTION 1

PLANS REVIEW

Signed and sealed drawings, for this plans review level are not required.

At this level of the design process; plans review will be performed in all categories including Building, Electrical, Plumbing, Mechanical, Fire and Life Safety. Plan review comments will be sent by the Building Code Administrator, or duly authorized representative, electronically, to the Design Professional and/or the College Project Manager, unless otherwise directed by the College.

Note: During this plan review process; it would be helpful, if the Design Professional included a response to the Building and Fire Safety review comments from the previous review letter.

Refer to Section 6 Appendices; Appendix A, A-5 Instructions and A-6 Plans Review Comments.

SECTION 1-6

DESIGN DOCUMENTS (90% - 100%) MANDATORY

Construction documents and accompanying data shall be sent to Facilities Management & Construction for a final review at this Design phase. One (1) set complete, of the Design Drawings (24" x 36") with transmittal shall be sent as directed above. One (1) additional set complete, may be required depending on the type of reviews required for an individual project.

Signed and sealed drawings, for this plans review level are not required.

This plans review is essentially the same as the Design Development review, but it involves a greater level of review. Plan review categories will still include; but, not limited to: Building, Electrical, Plumbing, Mechanical, Fire and Life Safety. Plans review comments will be sent by the Building Code Administrator, or duly authorized representative, electronically, to the Design Professional and/or the College Project Manager, unless otherwise directed by the College.

Note: Plans review at this level will not take place unless the College plans review comments sheet(s) are returned with A/E responses answered, complete. Facilities Management & Construction requires that these to be returned electronically.

Refer to Section 6 Appendices; Appendix A, A-5 Instructions and A-6 Plans Review Comments.

SECTION 1

PLANS REVIEW

SECTION 1-7

FINAL CONSTRUCTION DOCUMENTS (100%) PHASE III MANDATORY

Construction documents and accompanying data shall be sent to Facilities Management & Construction for a final review and review of outstanding responses at this Final Construction phase. This phase shall be for the issuance of a Building Permit and the number of submittals required is as follows:

- Two (2) sets complete, of the Construction Drawings (24" x 36") with transmittal shall be sent as directed above. Three (3) sets complete, may be required depending on the type of reviews required for an individual project.
- Two (2) sets complete, additional, shall be required for projects in excess of three hundred thousand dollars (\$300,000.00) for plans review by the Department of Education.

Signed and sealed drawings, for this plans review level, are required.

This plans review is essentially the same as the Design review. The primary function of this review is to determine if all A/E responses to the previous plan review comments are satisfied in all plan review categories. Plans review comment sheets; indicating, all comments, satisfied will be attached to the Construction Documents issued with the building permit.

Upon request, plan review comments sheets; indicating, all comments, satisfied maybe sent by the Building Code Administrator, or duly authorized representative, electronically, to the Design Professional and/or the College Project Manager, unless otherwise directed.

Note: Plans review at this level will not take place unless College plans review comments sheet(s) are returned with A/E responses answered, complete. Facilities Management & Construction requires that these are to be returned electronically.

Design professionals are encouraged to start the plans review process at the Design Document (60% - 100%) level as not to delay building permit issuance. Plans review starting at this final construction phase may take a minimum of thirty (30) days.

Refer to Section 2 Permits; 2-2 Building Permit Deliverables.

SECTION 1

PLANS REVIEW

SECTION 1-8 MINIMUM PLAN REVIEW CRITERIA FOR BUILDINGS

The examination of the documents by the building official shall include the following minimum criteria and documents: floor plan; site plan; foundation plan; floor/roof framing plan or truss layout; and all exterior elevations:

Commercial Buildings:

Building

1. *Site requirements*
Parking, fire access, vehicle loading, driving/turning radius, fire hydrant/water supply/post indicator valve (PIV), setback/separation (assumed property lines), location of septic tanks, water lines and sewer lines
2. *Occupancy group and special occupancy requirements shall be determined.*
3. *Minimum type of construction shall be determined (see table 503).*
4. *Fire resistant construction requirements shall include:*
Fire-resistant separations, fire resistant protection for type of construction, protection of openings and penetrations of rated walls. Fire blocking and draftstopping and calculated fire resistance
5. *Fire suppression systems shall include:*
Early warning smoke evacuation systems, schematic fire sprinklers, standpipes, pre-engineered systems, riser diagram, same as above
6. *Life safety systems shall be determined and shall include the following requirements:*
Occupant load/egress requirements, early warning, smoke control, stair pressurization, systems schematic
7. *Occupancy load/egress requirements shall include:*
Occupancy load, gross, net, means of egress, exit egress, exit, exit discharge, stairs construction/geometry and protection, doors, emergency lighting and exit signs, specific occupancy requirements, construction requirements, horizontal exits/exit passageways

SECTION 1

PLANS REVIEW

8. *Structural requirements shall include:
Soil conditions/analysis, termite protection, design loads, wind requirements, building envelope, structural calculations (if required), foundation, wall systems, floor systems, roof systems, threshold inspection plan, stair systems*
9. *Materials shall be reviewed and shall at a minimum include the following:
Wood, steel, aluminum, concrete, plastic, glass, masonry, gypsum board and plaster, insulating (mechanical), roofing, insulation*
10. *Accessibility requirements shall include the following:
Site requirements, accessibility route, vertical accessibility, toilet and bathing facilities, drinking fountains, equipment, specialty occupancy requirements, fair housing requirements*
11. *Interior requirements shall include the following:
Interior finishes (flame spread/smoke development), light and ventilation, sanitation*
12. *Special systems:
Elevators, escalators and lifts*
13. *Swimming pools:
Barrier requirements, spas and wading pools*

Electrical

1. *Electrical: Wiring, services, feeders and branch circuits, overcurrent protection, grounding, wiring methods and materials, GFICs*
2. *Equipment*
3. *Special occupancies*
4. *Emergency systems, communication systems*
5. *Low voltage*
6. *Load calculations*

SECTION 1

PLANS REVIEW

Plumbing

1. *Minimum plumbing fixtures, fixture requirements, water heaters*
2. *Water supply piping, back flow prevention, sanitary drainage, vents, roof drainage*
3. *Irrigation*
4. *Location of water supply line, back flow prevention, environmental requirements, grease traps, plumbing riser*

Mechanical

1. *Energy calculations*
2. *Exhaust systems: Clothes dryer exhaust, specialty exhaust systems, kitchen equipment*
3. *Equipment, equipment location, roof-mounted equipment, make-up air, duct systems, ventilation, bathroom ventilation*
4. *Combustion air, chimneys, fireplaces and vents*
5. *Appliances, boilers, refrigeration, laboratory*

Gas

1. *Gas piping, venting*
2. *Combustion air, chimneys and vents*
3. *Appliances, fireplaces*
4. *Type of gas, LP tank location, riser diagram / shutoffs*

Demolition

1. *Asbestos removal*

SECTION 1

PLANS REVIEW

Exemptions

Plans examination by the building official shall not be required for the following work:

- 1. Replacing existing equipment such as mechanical units, water heaters, etc.*
- 2. Reroofs*
- 3. Minor electrical, plumbing and mechanical repairs*
- 4. Annual maintenance permits*
- 5. Prototype plans*

Except for local site adaptations, siding, foundations and/or modifications

Except for structures that require waivers

- 6. Manufactured buildings plan except for foundations and modifications of buildings on site*

Reference: Florida Building Code - Building; 106.3.5

Note: The above items, as listed, are related to plans examining or review only. Specific inspections, submittals or additional information may still be required for construction.

SECTION 1-9

ADDENDUMS

Construction documents and accompanying data, during the bidding process, may require revisions or clarifications. All revised documents shall be submitted to Facilities Management & Construction for review prior to issuance. Facilities Management & Construction shall be informed of addenda during the plans review phases to ensure changes are code compliant.

SECTION 1

PLANS REVIEW

SECTION 1-10 SUBMITTALS / SHOP DRAWINGS

Additional submittals may be required for review by the Facilities Management & Construction as a requirement of permit issuance. Upon the contractor submitting the Schedule of Submittals at the time of the Preconstruction Meeting; a copy shall be provided to the Building Code Administrator for review of any items, which may require review prior to installation. Submittals shall be received within thirty (30) days. Submittals identified shall be indicated as being reviewed by the Contractor and the Consultant of Record, before submittal to Facilities Management & Construction.

Items, which may be required for review; but not limited to:

- Structural Steel
- Steel Joists
- Steel Roof Deck shop drawings and/or
- Truss Design drawings,
- Roof System Components and/or
- Exterior Window and Door shop drawings and/or
- Awnings
- Pre-engineered Metal Buildings
- Elevators
- Wheel Chair Lifts

Refer to Section 4 Construction; 4-4 Preconstruction Meeting and 4-5 Submittal Drawings.

SECTION 1

PLANS REVIEW

Fire Protection System Shop Drawings

Fire protection system shop drawings, signed and sealed, shall be submitted, and are required to be reviewed and approved, prior to installation, by the College Fire Official.

Note: Fire protection system shop drawings may require a lead time for submittal, review and approval, and shall be agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of installation. Shop drawings shall contain all information as required by the referenced installation standards in Florida Building Code; Chapter 9.

Reference: Florida Building Code - Building; 106.1.1.1

SECTION 2

PERMITS

SECTION 2-1 INTRODUCTION

Facilities Management & Construction represents Florida State College at Jacksonville (College) as its Building Code enforcement agency. As the regulatory arm of the College; Facilities Management & Construction issues building permits, certificates of occupancy, temporary occupancy and certificates of completion.

The types of permits as issued by this office; but not limited to, are as follows:

- Building
- Electrical
- Fire (issued separately by the Fire Official)
- Mechanical
- Mobile / Portables
- Plumbing
- Roofing
- Sign
- Site / Tree

As such; Facilities Management & Construction, is responsible for the minimum plans review criteria of all construction documents and accompanying data for issuance of permits. Construction documents and/or accompanying data should be sent to:

- Jack Brede, Building Code Administrator
Florida State College at Jacksonville
Facilities Management & Construction
501 West State Street, Suite 303
Jacksonville Florida 32202

SECTION 2

PERMITS

SECTION 2-2 BUILDING PERMIT DELIVERABLES

Prior to obtaining a Building Permit for the Florida State College at Jacksonville projects from the College's Facilities Management & Construction, submittals must be made in accord with the requirements of the Department:

- Building Permit Application.
- Two (2) sets of Energy Calculations signed by the Design Professional of Record.
- Two (2) sets of Structural Calculations signed by the Engineer of Record.
- Two (2) sets of Specifications signed and sealed by all disciplines.

NOTE: It is only necessary to sign and seal the Table of Contents pages.

- Two (2) sets complete, of Drawings signed and sealed by all disciplines.
- Two (2) sets complete, of Fire Protection System and/or Fire Alarm System shop drawings and wiring diagrams from the Contractor after the Contract is signed.
- Threshold inspection plan prepared by the structural Engineer of Record for implementation by the threshold inspector. This applies to structures which qualify as threshold buildings.
- Three (3) sets complete, of signed and sealed Kitchen (food service) Drawings submitted to Duval County or Nassau County Health Department.

NOTE: Sign-off approval by Environmental Planning is required before any permits can be issued.

Except as otherwise agreed upon, all Plan Check Fees will be at no charge.

SECTION 2 PERMITS

SECTION 2-3 APPLICABLE CODES

As a matter of record, construction documents shall comply with the latest adopted edition of the following codes, as applicable:

- Florida Building Code - Building.
- Florida Building Code - Plumbing.
- Florida Building Code - Mechanical.
- Florida Building Code - Fuel Gas.
- Florida Fire Prevention Code.
- Energy. Chapter 11 of the Florida Building Code - Building.
- Accessibility. Chapter 13 of the Florida Building Code - Building.
- National Electric Code (NEC).
- Florida Department of Education, State Requirements for Educational Facilities (SREF).
- Accessibility by Handicapped Persons – FS 553; Part II.
- Thermal Efficiency Standards – FS 553, Part V.
- Energy Conservation Standards – FS 553, part VI.
- Standards for Radon-Resistant Buildings – FS 553, Part VII.
- Building Energy-Efficient Rating System – FS 553, Part VIII.
- Food Service – Florida Administrative Code, Chapter 64E-11.
- Elevator Accessibility Requirements for the Physically Handicapped – FS 399.035.

SECTION 2 PERMITS

- OSHA General Industry Standards – 29 CFR 1910.
- OSHA Construction Industry Standards – 29 CFR 1926.
- Safety Code for Elevators and Escalators – ANSI A17.1
- State of Florida Agencies use the following:
- DUVAL or NASSAU COUNTY HEALTH DEPARTMENT – Chapter 64E-11 FAC.
- Ventilation for Acceptable Indoor Air Quality – ASHRAE Standard 62- latest edition.

The Florida Department of Environmental regulation must approve those developments which involve dredge and fill permits, and similar construction which require pollution control measures. Please refer to Florida Statutes (FS), Chapters 253, 298, 373, and 403.

- Compliance shall be with the Comprehensive Plan of the Florida State College at Jacksonville. Copies are available upon request from the College.
- All overhead appended and suspended objects in student and employee areas shall be equipped with redundant support to some stable part of the building structure.
- Redundancy of support shall be defined as containing a minimum of two (2) independent means of support, and will probably be configured as follows:
 - When the design includes one (1) primary support, there shall be a secondary support capable of retaining and supporting the object if the primary should fail.
 - When the design includes several equal supports, the system shall be capable of supporting the object with the loss of one (1) of the supports.
 - When the design is for a complex object which consists of many parts, there shall be redundancy of support for each of the items that make-up the whole object.
- Note: verify all information which may vary for individual projects.

SECTION 2 PERMITS

SECTION 2-4 FIRE PROTECTION SYSTEMS / HOT WORK PERMIT

In addition to the permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the Fire Official.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 2-5 FOOD PERMIT

As per Section 500.12, Florida Statutes, a food permit from the Department of Agriculture and Consumer Services is required of any person who operates a food establishment or retail store.

Reference: Florida Building Code - Building; 105.1.3

SECTION 2-6 WORK EXEMPT FROM PERMIT

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code. Permits shall not be required for the following:

Gas:

- 1. Portable heating appliance.*
- 2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*

Mechanical:

- 1. Portable heating appliance.*
- 2. Portable ventilation.*

SECTION 2 PERMITS

3. *Portable cooling unit.*
4. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
5. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
6. *Portable evaporative cooler.*
7. *Self-contained refrigeration system containing 10 pounds (4.54kg) or less of refrigerant and actuated by motors of 1 horsepower (746W) or less.*
8. *The installation, replacement, removal or metering of any load management control device.*

Plumbing:

1. *The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain, pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered new work and a permit shall be obtained and inspection made as provided in this code.*
2. *The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and removal and reinstallation of water closets, provided such repairs do not involve or require replacement or rearrangement of valves, pipes or fixtures.*

Reference: Florida Building Code - Building; 105.2

SECTION 2-7 CERTIFICATES OF OCCUPANCY AND COMPLETION

Certificate of Occupancy

Prior to obtaining a Certificate of Occupancy from the Florida State College at Jacksonville, the following actions shall have been satisfactorily completed and the listed submittals made to the Florida State College at Jacksonville:

- Final inspection by an inspector from each discipline.

SECTION 2

PERMITS

- One (1) copy of the final Project Manual (Specifications) with all Bulletins, and the Table of Contents signed and sealed by all disciplines.
- One (1) complete set of Drawings with all Bulletin information incorporated, and signed and sealed by all disciplines.
- For Threshold Buildings, a letter of compliance from the Special (Threshold) Inspector.
- See Section 6 Appendices; Appendix C, C-6 Checklist for Certificate of Occupancy for more information.

Temporary Occupancy

The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

Reference: Florida Building Code - Building; 110.3

Certificate of Completion

A Certificate of Completion is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy a building, such as shell building, prior to the issuance of a Certificate of Occupancy.

Reference: Florida Building Code - Building; 110.4

Note: As each construction project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the building code administrator, or duly authorized representative.

End of Section 2, Permits

SECTION 3

ANNUAL FACILITY PERMIT

SECTION 3-1 INTRODUCTION

Facilities Management & Construction represents Florida State College at Jacksonville (College) as its Building Code enforcement agency. As the regulatory arm of the College; Facilities Management & Construction issues annual facility permits. This permit is intended for small projects and general maintenance covered under the building codes.

As such; Facilities Management & Construction, is responsible for the minimum plans review criteria of all construction documents and accompanying data.

Note: A project covered under this permit may still require a plans review. If so follow the procedures as identified in Section 1 Plans Review; Section 1-7 Final Construction Documents (100%) – Phase III; however, a permit application will not be required.

To determine if a plans review is required, please contact:

- Jack Brede, Building Code Administrator
Florida State College at Jacksonville
Facilities Management & Construction
501 West State Street, Suite 303
Jacksonville Florida 32202

Except as otherwise agreed upon, all Plan Check Fees will be at no charge.

SECTION 3-2 ANNUAL PERMIT

In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building code official is authorized to issue an annual permit for occupancy to facilitate routine or emergency service, repair, and refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The building code official shall be notified of major changes and shall retain the right to make inspections at the facility as deemed necessary.

SECTION 3

ANNUAL FACILITY PERMIT

An annual permit shall be valid for one (1) year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

Reference: Florida Building Code – Building; 105.1.1

All such projects require inspections and it is the contractor's obligation to request all of the required inspections. Refer to Section 3-8 Inspection Procedures, herein.

SECTION 3-3

ANNUAL PERMIT RECORDS

The person to whom the annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building code official shall have access to such records at all times or such records shall be filed with the building code official as designated.

Reference: Florida Building Code – Building; 105.1.2

Each campus maintenance department shall maintain a detailed facility alteration / inspection log for all alterations and inspections. The maintenance supervisor shall be responsible for the accuracy and updating of this log. The facility alteration / facility log shall be kept at the campus maintenance office and shall be open to inspection by the building official or duly authorized representative.

The building code administrator or duly authorized representative upon notice shall make the required inspection, and shall either release that portion of the construction or notify of any violations which must be corrected in order to comply with the technical codes. To release that portion of the construction, the building official or duly authorized representative shall sign the facility alteration / inspection log.

Note: No inspection shall be performed without the facility alteration / inspection log being available.

SECTION 3

ANNUAL FACILITY PERMIT

The building official or duly authorized representative shall review the facility alteration / inspection log on a monthly basis to ensure such records are being filed. Facility alteration records shall be retained for a period of not less than three (3) years.

The building official or duly authorized representative identifies a pattern of code violations at a particular campus or site, the annual facility permit may not be issued for the following year. An individual permit would then be required for each alteration.

SECTION 3-4

FIRE PROTECTION SYSTEM / HOT WORK PERMIT

In addition to the annual facility permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the Fire Official.

Note: No scopes of work for fire protection systems or hot work are included in the annual facility permit as issued by the building code administrator.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 3-5

WORK EXEMPT FROM PERMIT

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code. Permits shall not be required for the following:

Gas:

1. *Portable heating appliance.*
2. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*

SECTION 3

ANNUAL FACILITY PERMIT

Mechanical:

1. *Portable heating appliance.*
2. *Portable ventilation.*
3. *Portable cooling unit.*
4. *Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.*
5. *Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.*
6. *Portable evaporative cooler.*
7. *Self-contained refrigeration system containing ten (10) pounds (4.54kg) or less of refrigerant and actuated by motors of one (1) horsepower (746W) or less.*
8. *The installation, replacement, removal or metering of any load management control device.*

Plumbing:

1. *The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain, pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered new work and a permit shall be obtained and inspection made as provided in this code.*
2. *The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and removal and reinstallation of water closets, provided such repairs do not involve or require replacement or rearrangement of valves, pipes or fixtures.*

Reference: Florida Building Code – Building; 105.2

SECTION 3

ANNUAL FACILITY PERMIT

SECTION 3-6 EMERGENCY REPAIRS

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building code official.

Reference: Florida Building Code – Building; 105.2.1

SECTION 3-7 MINOR REPAIRS

Ordinary minor repairs may be made with approval of the building code official without a permit, provided the repairs do not include cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; additionally, ordinary minor repairs shall not include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any provisions of the technical codes.

Reference: Florida Building Code – Building; 105.2.2

SECTION 3-8 INSPECTION PROCEDURE

Requests for inspection shall be made during regular business hours of the day before an inspection is needed. Requests are to be electronically mailed to Bldgcode@fscj.edu and must be received prior to 4:00 p.m. Please make sure that you provide the following information with your inspection request:

- Permit number
- Location (campus, building, room number(s), etc.)
- Type of inspection (refer to inspection checklist)
- Site supervisor
- Contact telephone number (i.e. cellular)

SECTION 3

ANNUAL FACILITY PERMIT

Partial inspections may be requested. Inspections will be made the next day if possible and inspection schedule is not in conflict. Contractually the inspection can be performed within forty-eight (48) hours. Same day inspections are not encouraged.

Note: An inspection request may be cancelled on the day an inspection is needed, provide it is received before 8:00 a.m. This action may alleviate a re-inspection fee.

Note: Life safety, fire suppression systems and fire alarm inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

SECTION 3-9 INSPECTION FEE

Re-inspection fees are fees charged to meet the rising costs of sending College inspection staff out for excessive re-inspections.

Building projects having a College building, electrical, mechanical or plumbing permit, and re-inspection fees may be charged for the following reasons:

1. When an inspection is requested by the contractor or agent issued the permit, and the work is not completed or not ready.
2. If, after initial inspection and notification of violation, a re-inspection has been requested, and it is found that corrections have not been made.
3. When the inspection is requested by the contractor or agent issued the permit, and there is no access to the premises or designated construction area.
4. When an inspection is requested by the contractor or agent issued the permit, and the building permit, or the approved current construction documents are not on the site of work.

Refer to Section 3 Annual Facilities Permit; 3-8 Inspection Procedures.

SECTION 3

ANNUAL FACILITY PERMIT

Re-inspection Fee Schedule:

The Florida State College at Jacksonville has the following fee schedule:

- The first chargeable re-inspection fee is \$ 50.00.
- The subsequent re-inspection fee is \$ 50.00.

There is no charge for the initial re-inspection or for the final inspection when all the work has been completed.

Payment of Re-inspection Fees:

Re-inspection fees are identified at the time the inspection is made. This fee shall be due prior to any additional inspections and shall be paid by the contractor, or agent issued the permit.

Method of payment: Check shall be made payable to the Florida State College at Jacksonville and shall be identified with building permit number.

SECTION 3-10

REQUIRED INSPECTIONS

Building

1. *Foundation inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:*
 - *Stem-wall*
 - *Monolithic slab-on-grade*
 - *Piling / pile caps*
 - *Footings / grade beams*

SECTION 3

ANNUAL FACILITY PERMIT

2. *Framing inspection. To be made after the roof, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:*
 - *Window / door framing.*
 - *Vertical cells.*
 - *Lintel / tie beams.*
 - *Framing / trusses / bracing / connectors.*
 - *Draft stopping / fire blocking.*
 - *Curtain wall framing.*
 - *Energy insulation.*
 - *Accessibility.*
 - *Verify rough-opening dimensions are within tolerances.*
3. *Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:*
 - *Wall sheathing*
 - *Sheathing fasteners*
 - *Roof / wall dry-in*
4. *Roofing inspection. Shall at a minimum include the following building components:*
 - *Dry-in*
 - *Insulation (thermal)*
 - *Roof coverings*
 - *Flashing*
5. *Final inspection. To be made after the building is completed and ready for occupancy.*
6. *Swimming pool inspection. First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing concrete.*
Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.

SECTION 3

ANNUAL FACILITY PERMIT

7. *Demolition inspections. First inspections to be made after all utility connections have been disconnected and secured in such a manner that no unsafe or unsanitary conditions shall exist during or after demolition operations.*

Final inspection to be made after all demolition work is completed.

8. *Manufactured building inspections. The building department shall inspect construction of foundations; connecting building to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections may be required for public educational facilities (see Section 423.27.20).*

9. *Where impact-resistant coverings are installed to meet requirements of this code, the building official shall schedule adequate inspections of impact-resistant coverings to determine the following:*

The system indicated on the plans was installed.

The system is stalled in accordance with the manufacturer's installation instructions and the product approval.

Electrical

1. *Underground inspection. To be made after trenches or ditches are excavated, conduit or cable is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.*

Plumbing

1. *Underground inspection. To be made after trenches or ditches are excavated, piping is installed, and before any backfill is put in place.*

SECTION 3

ANNUAL FACILITY PERMIT

2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.*

Note: See Section 312 of the Florida Building Code, Plumbing for required tests.

Mechanical

1. *Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.*

Gas

1. *Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixture or gas appliance have been connected.*
2. *Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.*
3. *Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.*

SECTION 3

ANNUAL FACILITY PERMIT

Note: See Section 406 (IFGS) of the Florida Building Code, Fuel Gas for required tests.

Reference: Florida Building Code – Building; 109.3

Refer to Section 6 Appendices; Appendix C / C-4 Inspections.

Fire Protection Systems (Automatic Sprinkler Systems / Alternative Automatic Fire-Extinguishing Systems)

- To be made after the building is complete, all required life safety fixtures, including sprinklers, smoke detectors, pull stations, speakers, notification devices, etc., are in place and properly connected or protected, and the structure is ready for occupancy.
- Note: Testing shall be in accordance with the Florida Fire Prevention Code and related Florida Adopted Standards.

Note: Fire suppression system and fire alarm inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

Life Safety

- To be made after the building is complete, all required life safety fixtures, including exit signage, emergency lighting, egress illumination, evacuation diagrams, etc., are in place and properly connected or protected, and the structure is ready for occupancy.
- Note: Testing prior to acceptance.

Note: Life safety inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

Refer to Section 6 Appendices; Appendix C, C-4 Inspections.

SECTION 3

ANNUAL FACILITY PERMIT

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

SECTION 4 CONSTRUCTION

SECTION 4-1 INTRODUCTION

Facilities Management & Construction represents the Florida State College at Jacksonville (College) as its Building Code enforcement agency. Also the College Safety Department performs the College's required fire safety and life safety reviews and inspections. As the regulatory arm of Florida State College at Jacksonville, Facilities Management & Construction reviews plans, conducts inspections, issues building permits and certificates of occupancy.

Contractors shall apply for a building permit with Facilities Management & Construction. A copy of the contractor's licenses and insurances, both liability and workers compensation, shall accompany the application. Permit applications shall have an original signature of the qualifying license holder for the contracting company and the signature shall be notarized. If the license holder is unavailable for the original signature then the applicant may use a power of attorney from the license holder.

Reference: Florida Building Code - Building; 105.3.

Building Permit Application is to be completed with the appropriate insurances provided. Workers Compensation and Liability Insurance, made out to Florida State College at Jacksonville, must be provided.

Reference: Florida Building Code - Building; 105.3.5.

The contractor shall list all subcontractors with the application and provide a copy of the subcontractor's license and insurances. If the subcontractors are not known at the time of permit issuance, then as the information is available, it shall be relayed to Facilities Management & Construction. A fax is acceptable for the contractor's information.

SECTION 4 CONSTRUCTION

SECTION 4-2 PERMIT ISSUANCE

After the building permit application is completed and the information verified the Building Permit shall be issued. The contractor shall receive a Building Permit and Inspections placard with one (1) set of review stamped construction documents with accompanying data.

- Questions regarding the reviewed construction documents related to code issues shall be directed to:

Jack Brede, Building Code Administrator
904.632.3002 office

- Questions regarding the contractual documents shall be directed to the assigned FSCJ Project Manager or designated other.
- *The building permit and inspection cards shall be posted on site and shall be kept secured from the elements. The permit or copy shall be kept on the site of the work until the completion of the project.*

Reference: Florida Building Code – Building; 105.7

- *When the building official issues the permit, the construction documents shall be approved, in writing or by stamp as “Reviewed for Code Compliance”. One (1) set of construction documents shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or duly authorized representative.*

Reference: Florida Building Code – Building; 106.3.1

Refer to Section 6 Appendices; Appendix A, A-4 Plans Review Stamp

- Plan Review Comments sheet(s) will be attached to the construction documents and shall be open to inspection by the building official or duly authorized representative.

SECTION 4

CONSTRUCTION

Note: In addition to the permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the Fire Official.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 4-3

AMENDED CONSTRUCTION DOCUMENTS

Construction documents and accompanying data, during the construction process, may require revisions. All revised documentation relating to the construction documents and accompanying data shall be submitted to Facilities Management & Construction for review prior to issuance.

Note: The contractor shall be informed that no field inspections will be performed with revised construction documents, which are not stamped with review signatures by the Facilities Management & Construction Department.

Work shall be installed in accordance with the approved construction documents, and any changes made during the construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Reference: Florida Building Code - Building; 106.4

SECTION 4-4

PRECONSTRUCTION MEETING

Prior to start of work, the successful Contractor shall attend a preconstruction meeting to determine that no questions remain covering the intent of the construction documents or accompanying data. The Contractor shall outline his method of procedure and bring up for discussion and decision any questions concerning this project. The building code administrator, fire official and safety inspector shall be present at this meeting. The building code administrator shall determine the timing and sequencing of when inspections occur and what elements are inspected at each field inspection.

SECTION 4 CONSTRUCTION

Upon review of the Schedule of Submittals, additional submittals or manufacturer's product data and samples may be required. Further; code issues, which have been left unresolved relating to the plan review comments shall be reviewed and a time frame for resolution shall be determined. Safety manual shall be provided by the contractor and submitted for review.

Refer to Section 1 Plans Review; 1-10 and Section 4 Construction; 4-5 Submittals / Shop Drawings.

SECTION 4-5 SUBMITTALS / SHOP DRAWINGS

Additional submittals may be required for review by the Facilities Management & Construction as a requirement of building permit issuance. Upon the contractor submitting the Schedule of Submittals at the time of the Preconstruction Meeting; a copy shall be provided to the Building Code Official for review of any items, which may require review prior to installation. Submittals shall be received within thirty (30) days. Submittals identified shall be indicated as being reviewed by the Contractor and the Consultant of Record, before submittal to Facilities Management & Construction.

Items, which may be required for review; but not limited to:

- Structural Steel
- Steel Joists and Steel Roof Deck shop drawings and/or
- Roof System Components
- Exterior Window and Door shop drawings
- Awnings
- Pre-engineered Metal Buildings
- Elevators
- Wheel Chair Lifts

Refer to Section 1 Plans Review; 1-10 Submittals / Shop Drawings

SECTION 4 CONSTRUCTION

Fire protection system shop drawings are required to be reviewed. Shop drawings for the fire protection system(s) shall be submitted to indicate conformance with this code and the construction documents and shall be approved prior to the start of installation. Shop drawings shall contain all information as required by the referenced installation standards in Florida Building Code; Chapter 9.

Reference: Florida Building Code - Building; 106.1.1.1

Note: Fire protection system shop drawings may require a lead time for submittal, review and approval, and shall be agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

SECTION 4-6 INSPECTION PROCEDURES

Requests for inspection shall be made during regular business hours of the day before an inspection is needed. Requests are to be emailed to Bldgcode@fscj.edu and must be received prior to 4:00 p.m. Please make sure that you provide the following information with your inspection request:

- Permit number
- Location (campus, building, room number(s), etc.)
- Type of inspection (refer to inspection checklist)
- Site supervisor
- Contact telephone number (i.e. cellular)

Partial inspections may be requested. Inspections will be made the next day if possible and inspection schedule is not in conflict. Contractually the inspection can be performed within forty-eight (48) hours. Same day inspections are not encouraged.

Note: An inspection request may be cancelled on the day an inspection is needed, provide it is received before 8:00 a.m. This action may alleviate a re-inspection fee.

Note: Fire suppression system, fire alarm and life safety inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

SECTION 4 CONSTRUCTION

SECTION 4-7 INSPECTION FEE

Re-inspection fees are fees charged to meet the rising costs of sending College inspection staff out for excessive re-inspections.

Building projects having a College building, electrical, mechanical or plumbing permit, and re-inspection fees may be charged for the following reasons:

1. When an inspection is requested by the contractor or agent issued the permit, and the work is not completed or not ready.
2. If, after initial inspection and notification of violation, a re-inspection has been requested, and it is found that corrections have not been made.
3. When the inspection is requested by the contractor or agent issued the permit, and there is no access to the premises or designated construction area.
4. When an inspection is requested by the contractor or agent issued the permit, and the building permit, or the approved current construction documents are not on the site of work.

Refer to Section 4 Construction; 4-6 Inspection Procedures.

Re-inspection Fee Schedule:

The Florida State College at Jacksonville has a fee schedule, as follows:

- The first chargeable re-inspection fee is \$ 50.00.
- The subsequent re-inspection fee is \$ 50.00.

There is no charge for the initial re-inspection or for the final inspection when all the work has been completed.

SECTION 4

CONSTRUCTION

Payment of Re-inspection Fees:

Re-inspection fees are identified at the time the inspection is made. This fee shall be due prior to any additional inspections and shall be paid by the contractor, or agent issued the permit.

Method of payment: Check shall be made payable to the Florida State College at Jacksonville and shall be identified with building permit number.

SECTION 4-8 REQUIRED INSPECTIONS

Building

1. *Foundation inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:*
 - *Stem-wall*
 - *Monolithic slab-on-grade*
 - *Piling / pile caps*
 - *Footings / grade beams*

2. *Framing inspection. To be made after the roof, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:*
 - *Window / door framing.*
 - *Vertical cells.*
 - *Lintel / tie beams.*
 - *Framing / trusses / bracing / connectors.*
 - *Draft stopping / fire blocking.*
 - *Curtain wall framing.*
 - *Energy insulation.*
 - *Accessibility.*
 - *Verify rough-opening dimensions are within tolerances.*

SECTION 4

CONSTRUCTION

3. *Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:*
 - *Wall sheathing*
 - *Sheathing fasteners*
 - *Roof / wall dry-in*
4. *Roofing inspection. Shall at a minimum include the following building components:*
 - *Dry-in*
 - *Insulation (thermal)*
 - *Roof coverings*
 - *Flashing*
5. *Final inspection. To be made after the building is completed and ready for occupancy.*
6. *Swimming pool inspection. First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing concrete.*

Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.
7. *Demolition inspections. First inspections to be made after all utility connections have been disconnected and secured in such a manner that no unsafe or unsanitary conditions shall exist during or after demolition operations.*

Final inspection to be made after all demolition work is completed.
8. *Manufactured building inspections. The building department shall inspect construction of foundations; connecting building to foundations; installation of parts identified on plans as site installed items; joining the modules, including utility crossovers; utility connections from the building to utility on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections may be required for public educational facilities (see Section 423.27.20).*

SECTION 4 CONSTRUCTION

9. *Where impact-resistant coverings are installed to meet requirements of this code, the building official shall schedule adequate inspections of impact-resistant coverings to determine the following:*

The system indicated on the plans was installed.

The system is stalled in accordance with the manufacturer's installation instructions and the product approval.

Electrical

1. *Underground inspection. To be made after trenches or ditches are excavated, conduit or cable is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.*

Plumbing

1. *Underground inspection. To be made after trenches or ditches are excavated, piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.*

Note: See Section 312 of the Florida Building Code - Plumbing for required tests.

SECTION 4

CONSTRUCTION

Mechanical

1. *Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping is installed, and before any backfill is put in place.*
2. *Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to this installation of wall or ceiling membranes.*
3. *Final inspection. To be made after building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy*

Gas

1. *Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixture or gas appliance have been connected.*
2. *Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.*
3. *Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.*

Note: See Section 406 (IFGS) of the Florida Building Code - Fuel Gas for required tests.

Reference: Florida Building Code - Building; 109.3

Refer to Section 6 Appendices; Appendix C, C-4 Inspections.

SECTION 4

CONSTRUCTION

Fire Protection Systems (Automatic Sprinkler Systems / Alternative Automatic Fire-Extinguishing Systems)

- To be made after the building is complete, all required life safety fixtures, including sprinklers, smoke detectors, pull stations, speakers, notification devices, etc., are in place and properly connected or protected, and the structure is ready for occupancy.
- Note: Testing shall be in accordance with the Florida Fire Prevention Code and related Florida Adopted Standards.

Note: Fire suppression system and fire alarm inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

Life Safety

- To be made after the building is complete, all required life safety fixtures, including exit signage, emergency lighting, egress illumination, evacuation diagrams, etc., are in place and properly connected or protected, and the structure is ready for occupancy.
- Note: Testing prior to acceptance.

Note: Life safety inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110.

Refer to Section 6 Appendices; Appendix C, C-4 Inspections.

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

Refer to Section 2 Permits; 2-7 Certificates of Occupancy and Completion.

Refer to Section 6 Appendices; Appendix C, C-6 Checklist for Certificate of Occupancy.

End of Section 4, Construction

SECTION 5

DELIVERY / JOB ORDER CONSTRUCTION

SECTION 5-1 INTRODUCTION

Facilities Management & Construction represents the Florida State College at Jacksonville (College) as its Building Code enforcement agency. Also the College Safety Department performs the College's required fire safety and life safety reviews and inspections. As the regulatory arm of Florida State College at Jacksonville, Facilities Management & Construction reviews plans, conducts inspections, issues building permits and certificates of occupancy.

The types of delivery / job order construction, as issued by this College; but are not limited to, are as follows:

- General Contractors – Contract Limits: \$ 750,000
- Mechanical Contractors – Contract Limits: \$ 350,000
- Electrical Contractors – Contract Limits: \$ 250,000
- Plumbing Contractors – Contract Limits: \$ 50,000
- Roofing Contractors – Contract Limits: \$ 250,000

Delivery / job order construction; contractors, shall apply for a building permit with Facilities Management & Construction. A copy of the contractor's licenses and insurances, both liability and workers compensation, shall accompany the application. Permit applications shall have an original signature of the qualifying license holder for the contracting company and the signature shall be notarized. If the license holder is unavailable for the original signature then the applicant may use a power of attorney from the license holder.

Reference: Florida Building Code – Building; 105.3

Building Permit Application is to be completed with the appropriate insurances provided. Workers Compensation and Liability Insurance, made out to Florida State College at Jacksonville, must be provided.

Reference: Florida Building Code – Building; 105.3.5

SECTION 5

DELIVERY / JOB ORDER CONSTRUCTION

The contractor shall list all subcontractors with the application and provide a copy of the subcontractor's license and insurances. If the subcontractors are not known at the time of permit issuance; then as the information, is available, it shall be relayed to Facilities Management & Construction. A fax is acceptable for the contractor's information.

SECTION 5-2 PERMIT ISSUANCE

After the building permit application is completed and the information verified the Building Permit shall be issued. The contractor shall receive a Building Permit and Inspections placard with one (1) set of review stamped construction documents with accompanying data.

- Questions regarding the reviewed construction documents related to code issues shall be directed to:

Jack Brede, Building Code Administrator
904.632.3002 office

- Questions regarding the contractual documents shall be directed to the assigned College Project Manager or designated other.
- *The building permit and inspection cards shall be posted on site and shall be kept secured from the elements. The permit or copy shall be kept on the site of the work until the completion of the project.*

Reference: Florida Building Code – Building; 105.7

- *When the building official issues the permit, the construction documents shall be approved, in writing or by stamp as "Reviewed for Code Compliance". One (1) set of construction documents shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or duly authorized representative.*

Reference: Florida Building Code – Building; 106.3.1

SECTION 5

DELIVERY / JOB ORDER CONSTRUCTION

Refer to Section 6 Appendices; Appendix A, A-4 Plans Review Stamp

- Plan Review Comments sheet(s) will be attached to the construction documents and shall be open to inspection by the building official or duly authorized representative.

Note: In addition to the permit provided by the building department, a separate permit will be required and issued for all scopes of work involving fire protection systems and open flames, producing heat or sparks. This permit issuance will be authorized by the Fire Official.

Refer to Section 6 Appendices; Appendix D, Fire Protection Systems Construction.

SECTION 5-3

AMENDED CONSTRUCTION DOCUMENTS

Generally, for direct order contract, construction project, amended construction documents are not required.

Note: The contractor shall be informed that verbal instructions amending scope of work could contain code related issues, which are the responsibility of the licensed general contractor.

Refer to Section 4 Construction; 4-3 Amended Construction Documents.

SECTION 5-4

PRECONSTRUCTION MEETING

Generally, for direct order contract, construction project, a preconstruction meeting is not required.

Refer to Section 4 Construction; 4-4 Preconstruction Meeting.

SECTION 5

DELIVERY / JOB ORDER CONSTRUCTION

SECTION 5-5 SUBMITTALS / SHOP DRAWINGS

Generally, for delivery / job order contract, construction project, submittals / shop drawings are not required.

Refer to Section 4 Construction; 4-5 Submittals / Shop Drawings.

SECTION 4-6 INSPECTION PROCEDURES

Inspection procedures, for delivery / job order contract, construction projects, is the same as Section 4 Construction; 4-6 Inspection Procedures.

Refer to Section 4 Construction; 4-6 Inspection Procedures.

SECTION 4-7 INSPECTION FEE

Inspection fees, for delivery / job order contract, construction projects, is the same as Section 4 Construction; 4-7 Inspection Fee.

Refer to Section 4 Construction; 4-7 Inspection Fee.

SECTION 4-8 REQUIRED INSPECTIONS

Inspections, for delivery / job order contract, construction projects, are the same as Section 4 Construction; 4-8 Required Inspections.

Refer to Section 4 Construction; 4-8 Required Inspections and Section 6 Appendices; Appendix C, C-4 Inspections.

SECTION 5 DELIVERY / JOB ORDER CONSTRUCTION

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

Refer to Section 2 Permits; 2-7 Certificates of Occupancy and Completion.

Refer to Section 6 Appendices; Appendix C, C-6 Checklist for Certificate of Occupancy.

End of Section 5 Delivery / Job Order Construction

SECTION 6

APPENDICES

APPENDIX A

SECTION A-1

COLLEGE CONTACTS

College Building Code Official:

- John (Jack) M. Brede
Building Code Administrator, Licensee # BU1265
904.632.3002 office

College Plans Examining and Review Team:

- William David Connelly
Standard Plans Examiner (Building, Plumbing) Licensee # PX2550
904.631.6255 office
- Casty Hobbs
Standard Plans Examiner (Electrical) Licensee # PX2789
904.633.5959 office
- John (Jack) M. Brede
Standard Plans Examiner (Mechanical) Licensee # BU1265
904.632.3002 office
- Michael E. Pindell
Fire Official & Fire Safety (Fire Protection and Life Safety) Licensee # 110405
904.632.3110 office

SECTION 6 APPENDICES

SECTION A-2 PLANS REVIEW REQUEST

FLORIDA STATE COLLEGE AT JACKSONVILLE

LOCATION: _____



Project Title:	Date:
Description:	
Fixtures, Furniture, & Equipment (FF&E) Required	
Location:	Room #(s):
A / E:	Contact:
A / E Address:	Phone:
Level of Plans Review: <input type="checkbox"/> Schematic (Optional) <input type="checkbox"/> Design Development (Optional) <input type="checkbox"/> Design Documents (Mandatory) <input type="checkbox"/> Final Construction Documents (100%) Phase III (Mandatory)	

Construction documents and/or accompanying data shall be submitted to:

Jack M. Brede, Building Code Administrator
Florida State College at Jacksonville
Facilities Management & Construction
501 West State Street, Suite 303, Jacksonville, Florida 32202

Note: This request is for plans review only, no work may commence until Building Permit issuance.

Submitted by:	Title:
Signature:	Phone:

SECTION 6 APPENDICES

SECTION A-3 PLANS REVIEW ROUTING SHEET

Date: _____

Project: _____

Project Manager: _____



Documents Specifications Others _____

Comments: _____

Required	Location	Date Received	Date Completed	Who Transmitted
	BUILDING CODE REVIEW:			
	Building			
	Electrical			
	Plumbing			
	Mechanical			
	Gas			
	Fire protection systems			
	Life safety			
	ISSUANCE OF PERMIT			

Remarks:

- Permit application and submittal documents shall remain together as one (1) submittal package.

SECTION 6 APPENDICES

SECTION A-4 PLANS REVIEW STAMP

<p>Florida State College at Jacksonville Facilities Management & Construction / Safety</p> <p>“Reviewed for Code Compliance”</p>		
Category	Plans Examiner	Date
Building:	_____	_____
Electrical:	_____	_____
Mechanical:	_____	_____
Plumbing:	_____	_____
Fire Protection Systems:	_____	_____
Life Safety:	_____	_____
<input type="checkbox"/> Submittals Required by:		_____
<p>Note: This plan review is in accordance with the Florida Building Code with Supplements and the Florida Fire Prevention Code, latest adopted edition; however, this does not alleviate the responsibility of code compliance for the design professionals, general contractor, specialty contractors or subcontractors.</p>		

Approval of construction documents requires the documents shall be approved, in writing or by stamp, as “Reviewed for Code Compliance”.

Reference: 2007 Florida Building Code – Building; 106.3.1

SECTION 6

APPENDICES

SECTION A-5 INSTRUCTIONS

First Review:

The College plans review team will complete the information as follows:

- Project Name, Location, Discipline, Plans Reviewer, Licensee Number, Date

The College plans review team, relating to plans review, will complete the information as follows:

- Plan Sheet
- Code reference
- Plans review Comments

The design professional(s) will review and complete the following:

- *Date*
- *A/E Response (narrative, revised documents and/or accompanying data)*

Second Review:

The College plans review team, relating to plans review, will complete the information as follows:

- Date Satisfied (complete A/E Response)
- Initial (Plans Examiner's initials – completed A/E responses)

Additional reviews may be required until all comments are satisfied by the plans review team.

Note: Plans review comments are formatted to be transmitted and responded to electronically. This tool can expedite the plans reviews completed responses for your project. All design professionals are encouraged to use this instrument.

SECTION 6 APPENDICES

SECTION A-5 FSCJ PLANS REVIEW COMMENTS

See Attached

End of Appendix A

SECTION 6

APPENDICES

APPENDIX B

SECTION B-1

COLLEGE CONTACTS

College Building Code Official:

- John (Jack) M. Brede, Building Code Administrator
Building Code Administrator, Licensee # BU1265
904.632.3002 office

College Building Permit Applications:

- William David Connelly

College Inspection Team:

- William David Connelly
Standard Inspector, (Building, Plumbing, Electrical), Licensee # BN5436
904.631.6255 office, 904.238.1445 cellular
- Casty Hobbs
Standard Inspector, (Electrical, Mechanical), Licensee # BN5365
904.633.5959 office, 904.482.2897 cellular
- Michael E. Pindell
Fire Official / Fire Safety Inspector, Licensee # 110405
904.632.3110 office, 904.626.4195 cellular
- Bonnie Bradshaw
Special Fire Safety Inspector, Certification # 119726
904.632.3367 office, 904.318.4020 cellular

SECTION 6 APPENDICES

SECTION B-2 ANNUAL FACILITY PERMIT

FLORIDA STATE COLLEGE AT JACKSONVILLE

This permit is issued for a one (1) year period from _____ thru _____ for

PERMIT # _____ / LOCATION: _____



Permit Limitations:

1. In lieu of an individual permit for each alteration, the building official is authorized to issue an annual permit for any occupancy to facilitate parameters of work intended to be performed during the year. In accordance with the Florida Building Code; 105.1.1, this annual facility permit is issued to authorize the general description and types of work as follows:
 - Alteration to any existing electrical, gas, mechanical, plumbing or interior non-structural office system(s).
 - Routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations / relocations.
 - The building code administrator shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary.
2. The amount expended for any maintenance project authorized by this permit shall not exceed two hundred thousand dollars and no cents (\$200,000.00).
3. Use of this annual facility permit requires the person to whom this permit is issued to:
 - a. Maintain a detailed log of alterations and inspections,
 - b. Submit a copy of the alterations / inspections log annually to the FSCJ Building Code Administrator, and
 - c. Submit a Routine Maintenance Report to the Building Code Administrator for any maintenance project costing in excess of Fifty Thousand Dollars and No Cents (\$50,000.00).

Permit issued by:

John M. Brede, Building Code Administrator, BU1265

Date Signed

Permit issued to:

Maintenance Supervisor

Date Signed

Facilities Management & Construction / Safety
Florida State College at Jacksonville

SECTION 6 APPENDICES

SECTION B-3 ALTERATION / INSPECTION LOG

FLORIDA STATE COLLEGE AT JACKSONVILLE

LOCATION: _____



Date	Building	Room
Description of Alteration		

Inspected by _____

Date	Building	Room
Description of Alteration		

Inspected by _____

Date	Building	Room
Description of Alteration		

Inspected by _____

SECTION 6 APPENDICES

SECTION B-4 ROUTE MAINTENANCE REPORT

FLORIDA STATE COLLEGE AT JACKSONVILLE

LOCATION: _____



Campus/Site	Date of Request
Building Identification	Room Number
Maintenance/Repair Work Description	

Note: Please attach any relevant drawings, contractor proposals, catalog cut sheets, etc.

Submitted by (Print or Type Name of Campus Maintenance Supervisor)	Title
Signature	Phone

For Building Code Administrator Use Only

Date Received: _____
Date Inspected: _____ Inspector: _____
Comments: _____

End of Appendix B

SECTION 6

APPENDICES

APPENDIX C

SECTION C-1

COLLEGE CONTACTS

College Building Code Official:

- John (Jack) M. Brede, Building Code Administrator
Building Code Administrator, Licensee # BU1265
904.632.3002 office

College Building Permit Applications:

- William David Connelly

College Inspection Team:

- William David Connelly
Standard Inspector, (Building, Plumbing, Electrical), Licensee # BN5436
904.631.6255 office, 904.238.1445 cellular
- Casty Hobbs
Standard Inspector, (Electrical, Mechanical), Licensee # BN5365
904.633.5959 office, 904.482.2897 cellular
- Michael E. Pindell
Fire Official / Fire Safety Inspector, Licensee # 110405
904.632.3110 office, 904.626.4195 cellular
- Bonnie Bradshaw
Fire Safety Inspector, Certification # 119726
904.632.3367 office, 904.318.4020 cellular

SECTION 6 APPENDICES

SECTION C-2 BUILDING PERMIT APPLICATION

Date: _____

Location: _____

Applicant:

Name: _____

Mailing address: _____

Phone: _____ Fax: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

Qualifying agent's name: _____

Qualifying agent's signature: _____

Proposed Project:

Project name: _____

Type of permit:

- | | | |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Gas | <input type="checkbox"/> Other: _____ |

Project number: _____

Project location or address: _____

Building use – check all that apply:

- | | | |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Assembly Business | <input type="checkbox"/> Educational | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Mercantile | <input type="checkbox"/> Storage | <input type="checkbox"/> Other: _____ |

Occupancy classification: _____ Construction type (FBC): _____



SECTION 6 APPENDICES

BUILDING PERMIT APPLICATION (continued)

Building area (GSF): _____ Building height: _____

Value of the work: _____

Class of work:

New Remodel Renovation Repair Demolition Other

Description of work: _____

Estimated duration of work: _____

Project manager: _____ Department: _____

General Contractor / Construction Manager

Date

Signature

Contractor shall provide copies of license holder's current licenses and copies of certificates of insurance naming Florida State College at Jacksonville as additional insured with each application.

Architect / Engineer (if applicable):

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

SECTION 6 APPENDICES

BUILDING PERMIT APPLICATION (continued)

Subcontractor list project: _____

Electrical subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

Plumbing subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

Mechanical subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

Gas subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

SECTION 6 APPENDICES

BUILDING PERMIT APPLICATION (continued)

Subcontractor list project: _____

Roofing subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

Subcontractor list project: _____

Fire sprinkler / standpipe / pre-engineered fire suppression subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

Underground fire protection water piping subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

Fire alarm system subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

SECTION 6 APPENDICES

BUILDING PERMIT APPLICATION (continued)

Subcontractor list project: _____

Other subcontractor's name:

Name: _____

Mailing address: _____

Florida Department of Business & Professional Regulation (DBPR) License: _____

License holder's name: _____

SECTION 6 APPENDICES

SECTION C-3 BUILDING PERMIT

FLORIDA STATE COLLEGE AT JACKSONVILLE

LOCATION: _____



Building Permit #		Date Issued	
Project Title		Project #	
Campus / Building		Room #	
General Contractor		Contact	
License #		Phone #	
Electrical Contractor		License #	
Mechanical Contractor		License #	
Plumbing Contractor		License #	
Gas Contractor		License #	
Underground Utilities		License #	
Fire Protection Systems	Issued Separately, See Note # 3, below		
A / E of Record		License #	
Building Code Administrator:	BU1265	Inspector	

Notes:

1. Building Permit with Inspection Cards (original or copy) shall be kept on the site of the work until the completion of the project.
2. No inspection shall be made unless Building Permit with Inspection Cards, and construction documents with review stamp, is open to inspection by the building official or duly authorized representative.
3. **Fire Protection Systems and Hot Work Permits shall be issued separately by the Fire Official. Fire & Life Safety inspections must be requested with a lead time agreed to by the Fire Official / Fire Safety Inspector, 904.632.3110.**
4. All components which are to be covered or concealed; shall be inspected and passed, prior to backfill or installation of wall or ceiling membranes.
5. Email: bldgcode@fscj.edu for inspection requests. Inspection requests shall be made by 4:00 pm the day prior to, an anticipated inspection. All inspections will be made within forty-eight (48) hours.

SECTION 6 APPENDICES

SECTION C-4 INSPECTIONS LIST (ISSUED WITH BUILDING PERMIT)

Building / Structural

Demolition _____

Demolition Final _____

Slab / Monolithic _____

Masonry _____

Wall / ceiling _____

Framing _____

Structural _____

Insulation (sound) _____

Insulation (thermal) _____

Sheetrock – non-rated (fasteners) _____

Sheetrock – rated (fasteners) _____

Roofing (dry-in) _____

Roofing (insulation) _____

Roofing (covering) _____

Roofing (flashing) _____

Other _____

Final _____

Note: All final inspections are required to be requested, inspected and approved (signed-off) before this inspection is requested or scheduled. Upon approval (signed-off) of this final, a copy of this card shall be submitted to the building code administrator.

SECTION 6 APPENDICES

INSPECTIONS LIST (continued)

Plumbing

Water Service _____

Sanitary _____

Storm _____

Underground _____

Rough-in _____

Stack Piping / Test _____

Water Piping / Test _____

Gas Piping / Test _____

Storm Piping / Test _____

Fixtures _____

Equipment _____

Other _____

Plumbing Final _____

Electrical

Underground _____

Floor rough-in _____

Wall rough-in / Cover up _____

Ceiling rough-in / Cover up _____

SECTION 6 APPENDICES

INSPECTIONS LIST (continued)

Panel / Feeder _____

Service / Grounding _____

Appliance / Equipment _____

Partial _____

Lightning Protection _____

Hot Check _____

Other _____

Electrical Final _____

Mechanical

Partial _____

Duct rough-in _____

Steam Piping / Test _____

HW Piping / Test _____

CHW Piping / Test _____

Condensation Piping / Test _____

Insulation _____

Wall / Ceiling _____

Equipment _____

Other: _____

Mechanical Final _____

SECTION 6 APPENDICES

INSPECTIONS LIST (continued)

Fire Protection Systems

Note: Individual inspections for this category are listed on the Fire Protection Systems Permit, issued separately by the Fire Official.

Fire Final _____

Note: Fire inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110

Life Safety

Life Safety _____

Life Safety Final _____

Note: Fire inspections must be requested with a lead time agreed upon by the Fire Official / Fire Safety Inspector, 904.632.3110

Note: As each construction project is different relating to specific or special inspections; the contractor shall review a required inspection list with the Building Code Administrator, or duly authorized representative, before work begins.

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SECTION C-5 FIELD INSPECTION REPORT



Date of Request:		Permit Number:	
Inspection #:		Inspection Date:	
Time:	Temperature / Weather:		

Project Name:	
Inspection Type:	Re-inspection: <input type="checkbox"/>

Description:

Inspection Results: <input type="checkbox"/> Passed <input type="checkbox"/> Conditional <input type="checkbox"/> Partial <input type="checkbox"/> Failed <input type="checkbox"/> Not Ready
--

Conditions / Comments:

Inspector:	Signature:
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Requests must be received by 4:00 p.m. one (1) day prior to inspection date

Photographs:

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SECTION C-6 CHECKLIST FOR CERTIFICATE OF OCCUPANCY

This contains a summary of items that must be completed prior to the issuing of a Certificate of Occupancy for new construction project at Florida State College at Jacksonville. Not all items as listed below, may apply to your construction project. Depending on the project type and location, additional items may be required.

1. All inspections shall be signed off. Submit to the College Building Code Administrator a copy of the signed Inspection Card(s) or Report(s):
 - Building
 - Electrical
 - Plumbing
 - Mechanical
 - Fire Protection Systems
 - Life Safety
2. Energy Code calculations and Certification signed and submitted to Building Code Official
3. Fire alarm and smoke detector test completed and signed off by the College Fire Official
4. All portable fire extinguishers are in place
5. College Fire Official approval
6. Insulation certificate
7. Soil treatment certificate
8. Final survey
9. Building address posted
10. Backflow prevention inspection and certification
11. Elevator – Certificate of Operation

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12. All traffic signs, parking and roadway markings are in place
13. All emergency vehicle lane markings and signage in place
14. Permanent landscaping installed per plans
15. All temporary drives, staging areas, construction material, and construction debris and construction trailers have been removed

Depending on the project type and location, additional items may be required.

16. Elevation certificate
17. Food Service inspection complete
18. Health Department approval
19. Food Establishment Permit complete
20. State, County or City / Department of Transportation (DOT)
21. St. Johns Water River Management District
22. US Army, Corps of Engineers
23. US Fish & Wildlife

Note: As each project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the Building Code Administrator.

End of Appendix C

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APPENDIX D FIRE PROTECTION SYSTEMS CONSTRUCTION

SECTION D-1 COLLEGE CONTACTS

Authority Having Jurisdiction (AHJ):

- Michael E. Pindell
Fire Official / Fire Safety Inspector, Licensee # 110405
904.632.3110 office, 904.626.4195 cellular

SECTION D-2 SPRINKLER, STANDPIPE AND FIRE PUMP PERMIT PROCEDURES

A. Permit Procedures

1. A permit is required for all work involving sprinkler, standpipe and fire pump installations, additions or modifications. For work also requiring a building permit, the building permit is to be issued prior to submitting for a fire protection permit.
2. Work requiring a fire protection permit may not begin until submittals have been reviewed and approved by the College's Building Department and the permit has been issued. For submittal requirements, see Section I-B, below.
3. A Permit Application; completed in full and signed by the applicant, is to be included with all submittals. Applications must be submitted to the College's Building Department; Suite 303, Administration Offices, 501 West State Street between the hours of 8:00 a.m. and 4:00 p.m.
4. For revisions to approved plans, submit a copy of the original permit and a copy of the original approved plans, with revisions clearly noted. Revised plans are to be submitted for addition/deletion of sprinklers or alterations to plans that affect hydraulic calculations. Revisions are to be approved prior to completing work in field.
5. The contractor will be contacted with results of the submittal review in accordance with one of the following:
 - a. Approved plans with comments and the permit attached will be mailed to the applicant, or are available for pick up by the applicant.

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- b. Disapproved plans with comments are available for pick up. Re-submittal will be necessary.
- c. At the discretion of the reviewer, the submittal may be placed on hold and comments will be discussed verbally with the applicant, who is then required to resubmit the revisions in a timely manner.

B. Submittals

1. Submittals are to consist of shop drawings, hydraulic calculations and manufacturers' data sheets. A minimum of two (2) sets of this information are to be submitted to the College's Building Department, Suite 303, College Administration Building at 501 West State Street between the hours of 8:00 a.m. and 4:00 p.m.
2. The College's Building Department will review the submittal for compliance with the Florida Fire Prevention Code and the applicable standards referenced therein. Some of the commonly used standards enforced by the College include:
 - a. NFPA 13, Standard for the Installation of Sprinkler Systems. (Florida current adopted edition per FAC 69A-3)
 - b. NFPA 14, Standard for the Installation of Standpipe and Hose Systems. (Florida current adopted edition per FAC 69A-3)
 - c. NFPA 20, Standard for the Installation of Centrifugal Fire Pumps. (Florida current adopted edition per FAC 69A-3)
3. The College's Building Department will retain one (1) set of the submittal. The other set(s) will be returned to the applicant and must be maintained at the project site, along with a copy of the review comments. Additional sets may be submitted if the contractor needs additional stamped sets for their records and use.
4. Submitted shop drawings must be prints, signed and sealed, with no handwritten changes.
5. Manufacturers' data sheets are to be submitted for each system component, with specific models indicated as proposed for use.
6. The submittal is to include the information required by the applicable NFPA standard (e.g., NFPA 13, Chapter 14).

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SECTION D-3

FIRE ALARM SYSTEM PERMIT PROCEDURES

A. Permit Procedures

1. A permit is required for all work involving fire alarm system installations, additions or modifications. For work also requiring a building permit, the building permit shall be issued prior to approval and issuing of the fire protection permit.
2. Work requiring a fire alarm permit may not begin until submittals have been reviewed and approved by the College's Building Department and the permit has been issued. For submittal requirements, see Section II-B, below.
3. A Permit Application; completed in full and signed by the applicant, is to be included with all submittals. Applications must be submitted to the Building Department; Suite 303, College Administration Building at 501 West State Street between the hours of 8:00 a.m. and 4:00 p.m.
4. For revisions to approved plans, submit a copy of the original permit and a copy of the original approved plans, with revisions clearly noted. Revised plans are to be submitted for addition/deletion of fire alarm devices. Revisions are to be approved prior to completing work in field.
5. The contractor will be contacted with results of the submittal review in accordance with one of the following:
 - a. Approved plans with comments and the permit attached will be available for pick up by the applicant.
 - b. Disapproved plans with comments are available for pick up. Re-submittal will be necessary.
 - c. At the discretion of the reviewer, the submittal may be placed on hold and comments will be discussed verbally with the applicant, who is then required to resubmit the revisions in a timely manner.

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B. Submittals

1. Submittals are to consist of shop drawings, battery and voltage drop calculations and manufacturers' data sheets. A minimum of two (2) sets of this information are to be submitted to the College's Building Department, Suite 303, Administration Offices, 501 West State Street between the hours of 8:00 a.m. and 4:00 p.m. The submittal is to include the items detailed below.

a. Drawings:

- 1) Project name and address.
- 2) Project owner's name and address including zip code.
- 3) Building construction permit number.
- 4) Contractor name, address, telephone number and contact person.
- 5) Symbol and abbreviation key.
- 6) Device locations.
- 7) Occupancy of all rooms and areas.
- 8) Location of all partitions.
- 9) Fire resistance rating of any walls and doors, and detection associated with door closures where proposed.
- 10) Smoke partitions, doors, duct penetrations, and associated detection.
- 11) Submitted shop drawings must be prints, with no handwritten changes, and be of minimum 1/8 in. per ft. scale.

b. Manufacturers' Data Sheets:

- 1) Catalog cut sheets for all equipment to be used. Indicate specific equipment to be used on cut sheets.
- 2) Existing equipment catalog cut sheets for coordination and to check compatibility (for system additions).
- 3) System devices provided by others such as duct detectors and door holders.

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c. Wiring Diagram:

- 1) Point-to-point diagram showing all terminal connections at devices and panels.
- 2) Typical circuits or devices may be shown once.
- 3) Riser Diagram.
- 4) Devices and panels.
- 5) Wire counts.

d. Sequence of Operation:

- 1) For initiating devices, show all outputs such as audible and visual devices, annunciation, door and damper closure, AHU shutdown, door unlocking, smoke control activation, sprinkler system activation, etc.

e. Calculations:

- 1) Battery calculations showing all devices and current draw. Calculations shall include the required alarm and supervision time.
 - 2) Voltage drop calculations.
2. The College's Building Department will review the submittal for compliance with the Florida Fire Prevention Code, and the applicable standards referenced therein, including NFPA 72, National Fire Alarm Code. (Florida current adopted edition per FAC 69A-3).
 3. The College's Building Department will retain one (1) set of the submittal. The other set(s) will be returned to the applicant and must be maintained at the project site, along with a copy of the review comments. Additional sets may be submitted if the contractor needs additional stamped sets for their records and use.

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SECTION D-4 HOT WORK PERMIT PROCEDURES

What is a Hot Work Permit?

Hot work is defined as cutting and welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment. The use of these types of equipment for cutting and welding introduces significant fire hazards into Florida State College at Jacksonville buildings.

The hot work permit system is intended to educate the parties involved in construction of these hazards and to implement control measures to help mitigate them.

A hot work permit is the means by which the College's Building Department and Risk Management, Safety Department can stay aware and keep track of construction activities that involve hot work. The hot work permit also provides a step-by-step check list for hot work fire safety and serves as a reminder to contractors of their fire prevention responsibilities before, during, and after any hot work is conducted. The Hot Work Permit was developed in accordance with OSHA 29 CFR 1910.252 and NFPA 51B recommendations with the goal of preventing hot work fires.

How Does the Hot Work Permit System Work?

Before a contractor can perform hot work for a Florida State College at Jacksonville construction project they need to get a hot work permit. To get a permit, the contractor must go to the College's Safety Department, Suite 303, Administration Offices, 501 West State Street, between the hours of 8:00 a.m. and 4:00 p.m. After completing the Hot Work Permit information, the permit is issued to the contractor for a specified time period for the building where the work will be performed. The contractor may then perform the hot work, following the precautions outlined on the permit. After the hot work is completed, the contractor turns the permit over to the College Fire Safety Inspector.

When is a Hot Work Permit Necessary?

Hot work permits are needed for all cutting or welding activities that are conducted with portable gas or arc equipment on Florida State College at Jacksonville construction projects.

The following operations do not require a Hot Work Permit:

- Bunsen burners in laboratories
- fixed grinding wheels
- electric soldering irons

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Where is a Hot Work Permit Necessary?

Hot work permits are needed for each building where hot work will be performed (utility tunnels are considered to be separate buildings). For example, if one contractor is performing work at several different buildings for one project, a permit is necessary for each building.

Who Needs Hot Work Permits?

Hot work permits are needed for each and every contractor or sub-contractor/trade performing hot work for a project. For example, if there are three different sub-contractors/trades performing hot work on one project, each sub-contractor/trade is responsible for obtaining a permit for their own work.

How Long is a Hot Work Permit Valid?

The duration of a hot work permit depends upon the type of project (new or existing construction) and the character of the hot work. The following are guidelines used to determine how long a permit is good for. These are guidelines. If there are conditions unique to the project or activities a contractor will be performing, exceptions can be made. Contact your FSCJ Construction Project Manager for information.

For **NEW CONSTRUCTION** - permits are issued in 30-DAY intervals. New construction is defined as new buildings, additions to existing buildings, new tunnels (including vaults), and new exterior improvement work. The following are the types of work anticipated for new construction;

- Structural hot work - cutting/welding reinforcing steel and structural steel for all of the project's structural work (tunnels construction, building super-structure, site work).
- Mechanical hot work - tunnel services connections, building system installations, HVAC equipment installations.
- General activities hot work - all other cutting/welding for equipment/building component installations (handrails, guardrails, specialties, and ornamental metal).

For **RENOVATIONS and REMODELS** permits are issued in 15-DAY intervals. Renovations and remodels are defined as new work that takes place in an existing building. The following are the types of hot work anticipated for renovations/remodels;

- Demolition hot work - dismantling built-in equipment, removal of discontinued/abandoned equipment.
- Mechanical hot work - removal of discontinued/abandoned services, new services tie-ins, building system installations/modifications.

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- General activities hot work - all other cutting/welding for equipment/building component installations (handrails, guardrails, specialties, and ornamental metal).

Where Shall the Hot Work Permit be Posted?

Hot work permits shall be posted at the job site in an accessible and conspicuous location. Job site trailers are an acceptable location.

Who Checks To See If the Hot Work Requirements Are Met?

The contractor or sub-contractor/trade performing hot work is ultimately responsible for conducting their hot work activities in a sound, fire-safe manner and following the precautions outlined on the hot work permit. The responsible contractor or sub-contractor/trade supervisor or foreman shall review the work area and sign the card daily.

After the Hot Work Permit is Filled or The Hot Work is Complete...Then What?

Once a hot work permit has been filled or when the hot work has been completed, the contractor shall return the completed hot work permit to the College Fire Safety Inspector for the project records. Once the project has been completed, the hot work permit is retained for a minimum of 180 days as per the Florida Building Code.

For more information, please contact the College's Safety Department at 904.632.3111.

Note: As each construction project is different relating to the construction documents, accompanying data, specific or special inspections; the contractor shall be responsible for review, of a final list of requirements, with the fire official.

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SECTION D-5 FIRE PROTECTION SYSTEM PERMIT APPLICATION

See First Attached

SECTION D-6 FIRE PROTECTION SYSTEM PERMIT

See Second Attached

SECTION D-7 HOT WORK PERMIT

See Third Attached

End of Appendix D

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APPENDIX E DELIVERY / JOB ORDER CONSTRUCTION

SECTION 2-1 INTRODUCTION

Facilities Management & Construction represents Florida State College at Jacksonville (College) as its Building Code enforcement agency. As the regulatory arm of the College; Facilities Management & Construction issues building permits, certificates of occupancy, temporary occupancy and certificates of completion.

As such; Facilities Management & Construction, is responsible for the minimum plans review criteria of all delivery / job order construction documents and accompanying data for issuance of permits. Construction documents and/or accompanying data should be sent to:

- Jack Brede, Building Code Administrator
Florida State College at Jacksonville
Facilities Management & Construction
501 West State Street, Suite 303
Jacksonville Florida 32202

SECTION E-2 BUILDING PERMIT DELIVERABLES

Prior to obtaining a Building Permit for the Florida State College at Jacksonville projects from the College's Facilities Management & Construction, submittals not provided by the College, must be made in accord with the requirements of the Department:

- Building Permit Application.
- Copies of current licenses and insurances.
- Two (2) sets, complete of Drawings (Deliverables)

Refer to Section 6 Appendices; Appendix C, C-2 Building Permit Application

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In some cases the proposed construction may require a design in more detail or if the services of a design professional (architect or engineer) are required; these items including construction documents are also required to be submitted prior to building permit issuance.

Note: Items which are required to be submitted by the design professional (architect or engineer) shall be original documents, signed and sealed.

Except as otherwise agreed upon, all Plan Check Fees will be at no charge.

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DELIVERABLES

Deliverables are identified as a set of drawings, which typically includes fully developed floor plans, interior elevations, reflected ceiling plans, roof plans, wall sections with callouts and details. These drawings also identify generic information such as dimensions, scales and sheet titles.

Deliverables may be submitted on sheet sizes of eight and one half (8-1/2) inches by eleven (11) inches, eleven (11) by seventeen (17) inches or twenty-four (24) by thirty-six (36) inches. Once a sheet size is determined, the submittal shall be of one (1) size only.

Minimum construction documents or deliverables, not limited to, may be as follows:

1. Title Sheet
 - Project title, index and code identifications
2. Floor Plan(s)
 - Total floor plan (designate construction area)
 - Partial floor plan – existing with removal work
 - Partial floor plan - new work
 - Reflected ceiling plan – existing
 - Reflected ceiling plan – new work
 - Partial floor plan - life safety information

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3. Roof Plan

- Scope of work will determine, if required

4. Exterior Elevations

- Scope of work will determine, if required

5. Building Sections and Cross Sections

- Wall section (studs, bracing, insulation, gypsum, etc.)
- Ceiling height

6. Built-in Elements, Plans and Elevations

- Scope of work will determine, if required

7. Structural Systems

- Design professional, signed and sealed

8. Plumbing Systems

- Design professional, signed and sealed

9. Mechanical Systems

- Design professional, signed and sealed
- Product literature, technical data and installation instructions

10. Electrical Systems

- Locations for receptacles, switches, lighting, etc., shall be shown including identification of circuits, either new or existing.
- Electrical panel, either new or existing, shall be located and identified.

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SECTION E-4 COMPLETION AND CLOSE-OUT

This contains a summary of items that must be completed prior to a delivery / job order construction project being completed at Florida State College at Jacksonville.

1. All inspections as identified on the inspections card, as issued with the building permit, shall be signed off. Once issued, only the building code administrator or duly authorized representative can delete or void a specific inspection or inspection category:

- Building
- Electrical
- Plumbing
- Mechanical
- Fire Protection Systems
- Fire & Safety

2. Note: All final inspections are required to be requested, inspected and approved (signed-off) before this inspection is scheduled. Upon approval (signed-off) of this final, a copy of this card shall be submitted to the building code administrator.

Depending on the project's scope of work, additional items may be required.

Note: As each construction project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the building code administrator, or duly authorized representative.

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SECTION E-4 GENERAL SPECIFICATION

Specifications shall be attached to the required submittals for all direct order contract; construction projects only.

GENERAL REQUIREMENTS:

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Construction shall be in accordance with the 2007 Florida Building Code-Building with the 2009 Supplements and the Florida Fire Prevention Code, latest adopted edition.
- 1.1.2 Contractor shall verify all existing conditions and dimensions before proceeding with the scope of work.
- 1.1.3 College shall be notified of any discrepancies due to unforeseen conditions once work has begun.
- 1.1.4 The fire alarm, security system and emergency power shall remain in operable condition during this construction process.
- 1.1.5 The College will occupy the building area(s) during the construction.
 - a.) Provide barricades and dust partitions as necessary to protect occupants adjacent to the construction area.
 - b.) Maintain safe egress from all areas during the construction process.
 - c.) Do not block the building exits at any time.
- 1.1.6 Contractor or subcontractor shall supply all materials, labor, tools, ladders, scaffolding and equipment necessary for the completion of the work.
- 1.1.7 Each contractor or subcontractor is responsible for inspecting the work of others prior to their application of any construction components or materials.

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- 1.1.8 Remove from the premises all rubbish and accumulated materials of whatever nature and leave work area in a clean, orderly and acceptable condition.

EXISTING CONDITIONS:

CUTTING AND PATCHING

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Employ skilled workers to perform cutting and patching.

Part 2 Products:

2.1 Basic Materials:

- 2.1.1 Use materials identical to in-place materials.

- a.) For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

- 2.1.2 If identical materials are unavailable or cannot be used, use materials that, when installed according to manufacturer's installation instructions, will match the visual and functional performance of in-place materials.

Part 3 Execution:

3.1 Installation

- 3.1.1 Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to original condition.

- 3.1.2 Cut in-place by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained by adjoining construction.

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3.1.3 Patch by filling, repairing, refinishing, closing up, and similar operations following performance of other work identified herein.

3.1.4 Patch with durable seams that are as invisible as possible.

3.1.5 All penetrations through fire-rated construction shall be fire-stopped as per NEC 300-21 using a through penetration fire-stop system (XHEZ) listed in the Underwriters Laboratory Fire Resistance Directory.

DEMOLITION

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Employ skilled workers to perform demolition and removal work.

1.1.2 Use methods required to complete the work including hauling and disposal off-site, within limitations of governing regulations.

1.1.3 College shall have first right of refusal for equipment indicated for demolition.

Part 2 Products:

2.1 Basic Materials:

2.1.1 Provide all materials, tools, ladders, scaffolding and equipment necessary for the completion of the work.

Part 3 Execution:

3.1 Demolition Work:

3.1.1 Demolish and remove existing construction components only to the extent required by new construction or as indicated.

3.1.2 Locate and remove equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors or framing.

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- 3.1.3 Cut masonry at junctures with construction indicated to remain, using power-driven saw, then remove masonry between saw cuts.
- 3.1.4 Disconnect equipment at nearest fitting connection to services, complete with service valves. Remove as whole units, complete with controls unless otherwise noted or approved.
- 3.1.5 Dispose of demolished items and materials promptly.
- 3.1.6 Return elements of construction and surfaces that are to remain to condition existing before demolition operations began including any and all repair and re-paint.
- 3.1.7 Reserved.

Note: Hot Work Permit is required for any work or operation involving open-flame, producing heat or sparks. This permit issuance will be authorized by the Fire Official.

Refer to Appendix D / D-4 Hot Work Permit Procedures.

SELECTIVE DEMOLITION

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Employ skilled workers to perform selective demolition and removal work.
- 1.1.2 Use methods required to complete the work including hauling and disposal off-site, within limitations of governing regulations.
- 1.1.3 Comply with ANSI A10.6 and NFPA 241.
- 1.1.4 College assumes no responsibility for condition of site elements to be selectively demolished.
- 1.1.5 Hazardous materials are not expected to be encountered in this work.
 - a.) Materials suspected of containing hazardous materials are encountered, do not disturb; notify the College immediately. Hazardous materials may be removed by the College under a separate contract.

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- 1.1.6 Maintain existing utilities identified to remain in service and protect against damage during this work.

Part 2 Products:

2.1 Basic Materials:

- 2.1.1 Detach items as designated from existing construction and deliver to the College for re-use where indicated.
- 2.1.2 Detach items as designated from existing construction, prepare them for re-use and re-install where indicated.

Note: All materials identified to be re-used or re-installed shall be in compliance with the Florida Building Code - Building with Supplements and the Florida Fire Prevention Code, latest adopted edition. No materials or fixtures shall be re-used or re-installed that are not in accordance with the current codes.

Part 3 Execution:

3.1 Selective Demolition Work:

- 3.1.1 Demolish and remove existing construction components only to the extent required by new construction or as indicated.
- 3.1.2 Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors or framing.
- 3.1.3 Dispose of demolished items and materials promptly, unless noted otherwise to be re-used or salvaged.
- 3.1.4 Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.

Note: Hot Work Permit is required for any work or operation involving open-flame, producing heat or sparks. This permit issuance will be authorized by the Fire Official.

Refer to Appendix D / D-4 Hot Work Permit Procedures.

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CONCRETE:

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Cast-in-Place Concrete: Concrete shall be placed in accordance with the American Concrete Institute (ACI).
- 1.1.2 Ready mix concrete shall conform to ASTM C94 and C94M.
- 1.1.3 Concrete shall have a minimum cement factor of 5-1/2 sacks per cubic yard and 28 day compressive strength of 3,000 psi. Concrete mixes shall be proportioned by the filed experience method or the laboratory trial method in accordance with ACI 318 / 318R.
- 1.1.4 Slump for concrete shall be 4 inches, +/- 1 inch and grout for filling masonry cells and cavities shall be 7-1/2 inch, +/- 1-1/2 inches, unless otherwise noted.

Part 2 Products

2.1 Basic Materials:

2.1.1 Concrete materials:

- a.) Portland cement: ASTM C 150, type 1.
- b.) Water: Clean and potable.
- c.) Air-entraining admixture: ASTM C 260.
- d.) Water reducing admixture: ASTM C 494, type A.

2.1.2 Aggregates:

- a.) Regular weight concrete: ASTM C 33.
- b.) Grout: ASTM C 404.

2.1.3 Reinforcing:

- a.) Reinforcing bar: ASTM A615, Grade 60
- b.) Welded wire fabric: ASTM A185

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2.1.4 Moisture barrier: Provide PVC sheet membrane, minimum 10 mils thick.

2.1.5 Membrane-forming curing compound: ASTM C 309, type 1.

2.1.6 Water curing-moisture retaining cover: Provide waterproof kraft paper, 4 mil polyethylene sheet or burlap.

2.1.7 Preformed joint material: ASTM D 1752, type 1, 2, or 3 or ASTM D 1751. Provide Sealtight by W.R. Meadows or approved equivalent.

Part 3 Execution

3.1 Installation:

3.1.1 Construct formwork for concrete members and structures of size, shape, elevation and position as necessary. Chamfer exposed edges and corners of formed concrete $\frac{3}{4}$ inch unless noted otherwise. Conform to ACI 347. Design of formwork is the responsibility of the contractor.

3.1.2 Moisture barrier shall be installed under all interior slabs-on-grade lapping a minimum of six (6) inches at all seams.

3.1.3 Locate reinforcement and support with metal accessories in compliance with ACI 315, ACI Detailing Manual. For support of reinforcing steel in slabs or beams exposed to view underneath, furnish stainless steel or plastic accessories or accessories having plastic-coated feet.

a.) Welded wire fabric shall be installed in as long lengths as practicable, lapping at least one (1) mesh.

3.1.4 Reserved.

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MASONRY:

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Unit Masonry Assemblies: Masonry construction shall comply with the requirements of ACI-530, "Building Code Requirements for Masonry Structures".

Part 2 Products:

2.1 Basic Materials:

2.1.1 Reserved.

Part 3 Execution:

3.1 Installation

3.1.1 Reserved.

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METALS:

LIGHT GAUGE METAL FRAMING

Part 1 General

- 1.1 The design, installation and construction of metal framing, structural and nonstructural, shall be in accordance with AISI-General and AISI-NAS.
- 1.2 The design and installation of headers shall be in accordance with AISI-Header and subject to the limitations therein. Coordinate this work with the mechanical (HVAC) and electrical work.

Part 2 Product

2.1 Basic Materials:

2.1.1 Metal studs shall be

2.1.2 Metal studs (complete stud framing system, including matching top and bottom tracks).

Partition height up to nine feet (9'-0"): 3-5/8 inch x 25 gauge (18 mil)

Partition height up to fifteen feet (15'-0"): 3-5/8 inch x 20 gauge (33 mil)

Partition height up to twenty feet (20'-0"): 6 inch x 20 gauge (33 mil)

2.1.3 Provide deep leg slotted tracks where tops of partitions abut the structure.

2.1.4 Fasteners shall be self-tapping, Type S, Bugle Head, 1-1/8 inch minimum length.

2.1.5 Where gypsum board is required to be laminated to gypsum board, provide Type G screws, Bugle Head, 1-1/2 inch minimum length.

2.1.6 Provide metal studs in rated walls with fire-rating approvals, horizontal and vertical applications as necessary.

Part 3 Installation

3.1 Installation:

- 3.1.1 Bottom track and all studs indicated to be installed against concrete masonry shall be set in two (2) continuous beads of sealant prior to securing in place.

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- 3.1.2 Fasten bottom and top track to structural elements and as shown with suitable fasteners, located 2 inches from ends and spaced 24 inches on center unless otherwise noted.
- 3.1.3 All joints or splices in bottom and/or top track shall be lapped 8 inches (8") minimum.
- 3.1.4 Position studs vertically, engaging bottom and top tracks. Stud spacing shall be sixteen inches (16") on center unless otherwise noted. Secure studs plumb with two (2) screws to bottom track and two (2) screws to top track. Crimping of studs to track is not acceptable. No joints or splices shall be permitted in full length of stud.
- 3.1.5 Provide metal stud each side of structural member for securing gypsum board where partition wall is located perpendicular to structural orientation.
- 3.1.6 Provide metal framing within one-quarter inch (1/4") on all sides of ductwork where it penetrates any partition. Requirement here is to provide a four-sided box of metal framing surrounding each HVAC duct penetrating a gypsum board partition whether rated or non-rated.
- 3.1.7 For duct penetrations of gypsum board finished CMU walls; provide a four-sided box formed with metal furring. Under no circumstances is gypsum board edge permitted to be unsupported without metal framing.
- 3.1.8 Bracing shall be provide where metal framed gypsum board partitions do not terminate against structure, diagonally brace partitions with bracing fabricated from metal stud members spaced nominally four foot (4'-0") on center.
- 3.1.9 Installation of accessories, bridging, etc., not specifically indicated; shall be in accordance with the manufacturer's suggested and recommended details and referenced standards.

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WOOD, PLASTICS AND COMPOSITES:

ROUGH CARPENTRY

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Framing shall comply with AF&PA's "Details for Conventional Wood Framing Construction" unless otherwise noted.

Part 2 Products

2.1 Basic Materials:

- 2.1.1 Reserved.

Part 3 Execution

3.1 Installation:

- 3.1.1 Set rough carpentry to required levels and lines, with members plumb, true to line, cut and fitted.
- 3.1.2 Fit carpentry to other construction; scribe and cope as needed for accurate fit.
- 3.1.3 Locate furring, nailers, blocking and similar supports to comply with requirements for attaching other construction components.
- 3.1.4 Provide the necessary blocking and framing required to support facing materials, fixtures, specialty items and trim.

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THERMAL AND MOISTURE PROTECTION:

Building Insulation

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Reserved.

Part 2 Products

2.1 Basic Materials:

2.1.1 Batt and Blanket Insulation

a.) Faced, Glass Fiber Insulation – ASTM C 665, Type III (blankets with reflective membrane facing), Class A (membrane-faced surface with a flame-spread index of 25 or less; Category 1 (membrane is a vapor barrier), faced with polypropylene-scrim-kraft vapor-retarder membrane on one (1) face.

2.1.2 Acoustic and Sound Attenuation Blanket Insulation

a.) ASTM C 665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool or rock wool.

Part 3 Execution

3.1 Installation

3.1.1 Insulation shall be placed in strict accordance with the manufacturer's installation instructions.

Membrane Roofing

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Reserved.

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Part 2 Products

2.1 Basic Materials:

2.1.1 Reserved.

Part 3 Execution

3.1 Installation:

3.1.1 Reserved.

OPENINGS:

DOORS

Part 1 General

1.1 Requirements / Conditions

1.1.1 Doors and frames shall match existing in all construction projects where reasonable.

1.1.2 Doors shall comply with the quality requirements of the AWI.

Part 2 Products

2.1 Basic Materials:

2.1.1 Obtain hollow metal work from a single source manufacturer.

Part 3 Execution

3.1 Installation:

3.1.1 Coordinate installation of anchorage for hollow metal frames.

3.1.2 Install doors and frames in accordance with the manufacturer's installation instructions and with the provisions in Chapter 10 of the Florida Building Code - Building.

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WINDOWS

Part 1 General

1.1 Requirements / Conditions

1.1.1 Windows shall match existing in all construction projects where reasonable.

1.1.2 Safety glazing shall comply with the testing requirements of 16 CFR 1201.

Part 2 Products

2.1 Basic Materials:

2.1.1 Obtain glazing accessories through on (1) source from a single manufacturer for each product and installation required for the scope of work.

Part 3 Execution

3.1 Installation:

3.1.1 Reserved.

HARDWARE

Part 1 General

1.1 Requirements / Conditions

1.1.1 Hardware shall match existing in all construction projects where reasonable.

Part 2 Products

2.1 Basic Materials:

2.1.1 Obtain door hardware and accessories from a single source manufacturer.

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Part 3 Execution

3.1 Installation:

- 3.1.1 Install accessories in accordance with the manufacturer's installation instructions and with the provisions in Chapter 11 of the Florida Building Code - Building.

FINISHES:

GYPSUM BOARD

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Gypsum board materials shall be in accordance with Table 2506.2 and gypsum construction shall be in accordance with Table 2508.1.

Part 2 Products

2.1 Basic Materials:

- 2.1.1 Use USG gypsum board or approved equal.
 - a.) Gypsum board shall be 5/8 inch thick, type X with a tapered edge.
- 2.1.2 All gypsum accessories shall be galvanized including metal corner bead, metal casing bead and other metal trims as necessary.
- 2.1.3 Use USG screws or approved equal.
 - a.) Use 1 inch type S, Bugle Head (USG) for fastening gypsum panels to studs or furring
 - b.) 1-1/2 inch type G, Bugle Head (USG) for fastening gypsum to gypsum.
- 2.1.4 Joint cement and reinforcing tape shall be as recommended by the manufacturer of the gypsum board.

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Part 3 Execution

3.1 Installation:

3.1.1 Position all ends and edges of gypsum board staggered over framing members, except when joints are at right angles to framing members as in a perpendicular application.

- a.) Stagger end joints and edge joints on opposite sides of partitions placed on different studs.
- b.) Both vertical and horizontal gypsum joints shall be staggered on both sides of the partitions.
- c.) To minimize end joints, use panels of maximum practical lengths. Fit ends and edges closely, but not forced together.

3.1.3 Extend ceiling board into corners and make firm contact with top plate.

3.1.4 Attach gypsum board to framing supports by power-driven USG screws.

- a.) Space fasteners, not less than 3/8 inch from edge and ends of panel and drive as specified fastening methods.
- b.) Drive fasteners in field of panels first, working towards edges and ends.
- c.) Hold panel in firm contact with framing while driving fasteners.
- d.) Drive fastener heads slightly below surface of gypsum panels in a uniform dimple without breaking face paper.

3.1.5 Cut ends, edges, scribe or make cutouts within field of panels in a workmanlike manner.

3.1.6 Install trim at all internal and external angles formed by the intersection of either panel surfaces or other surfaces.

- a.) Apply corner bead to all vertical or horizontal external corners in accordance with manufacturer's installation instructions.

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3.1.7 Installation of gypsum board shall be in strict accordance with the manufacturer's installation instructions, specifically, USG Product Bulletins SA-923 and SA-927 for installation over metal framing systems.

3.1.8 Installations shall conform to UL requirements when UL design numbers are referenced.

3.2 Finishing:

3.2.1 Application of joint compound and joint reinforcing and finishing of panels shall be in accordance with manufacturer's installation instructions, specifically, Product Bulletin SA-927.

3.2.2 Walls shall match existing with relation to texture; unless, otherwise noted.

ACOUSTICAL PANEL CEILINGS

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Acoustical suspended ceiling systems shall installed in accordance with the provisions of ASTM C 635 and ASTM C 636. Coordinate this work with the mechanical (HVAC) and electrical work.

1.1.2 Metal suspension system and acoustical tile panels shall be manufactured by Armstrong unless otherwise noted.

Part 2 Products

2.1 Basic Materials:

2.1.1 Metal suspension system shall be manufactured by Armstrong unless otherwise noted.

- a.) Exposed suspension grid system shall be intermediate duty steel with aluminum cap in standard white finish.
- b.) Suspension system, unless noted otherwise, shall be Prelude 15/16 inch exposed tee system with aluminum caps.

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c.) Tie wires shall be 12 and 18 SWG annealed wire, galvanized.

2.1.2 Acoustical tile panels shall be manufactured by Armstrong unless otherwise noted.

a.) Acoustical ceiling tiles, unless noted otherwise, shall be RH90 Fine Finish, tegular edge, color: white, 24 inch x 24 inch x 5/8 inch.

2.1.5 Suspension system and ceiling tiles shall match existing in all construction projects where reasonable.

Part 3 Execution

3.1 Installation:

3.1.1 Measure each ceiling area and establish lay-out of acoustical panels to balance border widths at opposite edges of each ceiling.

a.) Avoid using less-than-half-width panels at borders.

3.1.2 Where direct hung suspension is used; hangers, runners, cross tees, etc., shall be spaced as recommended by manufacturer's installation instructions to prevent deflection in excess of 1/360 of span of cross tee or runner, except that the maximum spacing of hangers shall be four feet (4'-0") on center.

a.) Provide hangers not more than eight inches (8") from ends of each member.

b.) Provide extra hangers and bracing as required at or near items of mechanical, electrical, and miscellaneous equipment.

3.1.3 Mechanical, electrical and miscellaneous equipment shall not be supported by the ceiling suspension system unless noted or approved by the manufacturer.

3.1.4 Acoustical ceiling shall be installed in accordance with the manufacturer's installation instructions.

3.1.5 Lay-out acoustical ceilings as identified on the Reflected Ceiling Plan within the drawing submittal.

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PAINTING

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 This contractor is responsible for inspecting the work of others, prior to the application of any finishing materials.
- 1.1.2 If any surface to be finished cannot be put in proper condition for finishing by customary cleaning, sanding and putty operations; this contractor shall notify the College, and shall not proceed with this scope of work until conditions have been corrected and are acceptable.

Part 2 Products

2.1 Basic Materials:

- 2.1.1 All paints, varnishes, enamels, lacquers, stains, paste fillers and similar materials must be delivered in the original containers, with the seals unbroken and labels intact and shall be used from the original containers.
- 2.1.3 Use only those products of approved manufacturers.
- 2.1.4 Use materials only in accordance with the manufacturer's installation instructions.

Part 3 Execution

3.1 Installation

- 3.1.1 Engage an experienced applicator to insure the very best result.
 - a.) Quality is required.
- 3.1.2 Apply all materials under adequate illumination, spread evenly and flow on smoothly without runs or sags.
- 3.1.3 Touch up knots, pitch streaks and sappy spots with recommended sealer before primer is applied.

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3.1.4 Repair scratches, cracks and abrasions in gypsum surfaces and openings adjoining trim with a spackling compound, flush adjoining surface, and when dry, sand smooth and seal before applying primer coat.

a.) Putty nail holes, cracks and other defects after the first coat, with putty color to match the finish. Bring putty flush with adjoining surfaces.

b.) Do not paint gypsum containing more than 15% moisture.

3.1.5 Protect work, adjacent work, and materials at all times, by suitable covering.

3.1.6 Upon completion of the work, remove all paint and varnish spots from the floors, glass and other surfaces.

3.2 Finishing:

3.2.1 Clean surface before proceeding with the application of the first coat.

3.2.2 Touch up suction spots or "hot spots" as recommended after application of the first coat and before applying the second coat.

a.) All coats must be thoroughly dry before applying succeeding coats.

3.2.3 Sand smooth, all woodwork to be finished with enamel or varnish.

3.2.4 Application and finishing shall be in accordance with the manufacturer's installation instructions.

WALL BASE AND ACCESSORIES

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Decorative materials and trim shall be in accordance with NFPA 701.

1.1.2 This contractor is responsible for inspecting the work of others prior to the application of any finishing materials.

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Part 2 Products

2.1 Basic Materials:

2.1.1 All vinyl cove bases shall be extruded for 1/8 inch gauge in forty-eight inch (48") lengths by four inches (4") in height.

2.1.5 Use manufactured outside and inside corners fabricated from the same material as cove base.

2.1.6 Color, height and profile shall be identical to cove base. All materials shall match existing unless approved otherwise.

2.1.4 Adhesives shall be applied in accordance with manufacturer's installation instructions.

Part 3 Execution

3.1 Installation:

3.1.1 Adhesives shall be maintained at the proper temperature for use for not less than twenty-four (24) hours immediately prior to installation of cove base and corners.

3.1.2 All joints shall be vertical and tight.

3.1.3 Where field cutting is necessary, a sharp razor knife shall be used.

3.1.4 Joints shall not be readily visible to the College in the finish work.

SPECIALTIES:

SIGNAGE

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Comply with the provisions in Chapter 11 of the Florida Building Code - Building.

1.1.2 Signage shall match existing where reasonable.

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Part 2 Products

2.1 Basic Materials:

2.1.1 Obtain each sign from a single source manufacturer.

Part 3 Execution

3.1 Installation:

3.1.1

TOILET ACCESSORIES

Part 1 General

1.1 Requirements / Conditions:

1.1.3 Install accessories in accordance with the manufacturer's installation instructions and with the provisions in Chapter 11 of the Florida Building Code - Building.

1.1.4 Toilet accessories shall match existing where reasonable.

Part 2 Products

2.1 Basic Materials:

2.1.1 Provide products of the same manufacturer unless otherwise noted or approved.

Part 3 Execution

3.1 Installation:

3.1.1 Coordinate locations with other work to prevent interference with clearances for required access and for proper installation, adjustment, operation, cleaning and servicing of accessories.

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EQUIPMENT:

PROJECTION SCREENS

Part 1 General

1.1 Requirements / Conditions

1.1.1 Screens shall match existing where reasonable.

Part 2 Products

2.1 Basic Materials:

2.1.1 Obtain each projection screen(s) from a single source manufacturer.

2.1.2 Provide each screen as a complete unit, including necessary mounting hardware and accessories.

Part 3 Execution

3.1 Installation:

3.1.1 Install projection screen(s) at approved locations to comply with screen manufacturer's installation instructions.

3.1.2 Coordinate layout and installation of projection screens with ceiling construction and related components penetrating or above ceilings.

3.1.3 Coordinate requirements for blocking, structural supports and bracing.

3.1.4 Coordinate requirements for power supply conduit and wiring.

LABORATORY CASEWORK

Part 1 General

1.1 Requirements / Conditions

1.1.5 Casework shall match existing where reasonable.

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1.1.6 Manufacturer shall be a member of AWI and be QCP certified. Installer qualifications shall be certified by the manufacturer.

1.1.7 Installer qualifications shall be certified by the manufacturer.

1.1.8 Adjust doors, hardware, fixtures and other moving or operating parts to function smoothly.

Part 2 Products

2.1 Basic Materials:

2.1.1 Casework and fume hoods shall be manufactured and furnished by a single source furniture company.

Part 3 Execution

3.1 Installation:

3.1.1 Casework Installation:

- a.) Set casework components plumb, square and straight with no distortion and securely anchored to building structure.
- b.) Fasten continuous cabinets together with joints flush, tight and uniform with alignment of adjacent units within 1/16 inch tolerance.
- c.) Secure wall cabinets to solid supporting material, not plaster, lath or gypsum board. Provide blocking as necessary.
- d.) Abut top edge surfaces in one true plane. Provide flush joints not to exceed 1/8 inch between top units.

3.1.2 Work Surface Installation:

- a.) Where required due to field conditions, scribe or caulk to abutting surfaces.
- b.) Secure joints in field, where practicable, in the same manner as in factory, with dowels, adhesives or fasteners recommended by manufacturer.
- c.) Secure work surfaces to casework and equipment components with material and procedures recommended by the manufacturer.

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3.1.3 Sinks shall be set in chemical-resistant sealing compound, secured and supported per manufacturer's recommendations.

3.1.4 Install accessories and fittings in accordance with manufacturer's recommendations.

a.) Turn screws to seat flat; do not drive.

HORIZONTAL LOUVERED BLINDS

Part 1 General

1.1 Requirements / Conditions

1.1.1 Blinds shall match existing where reasonable.

Part 2 Products

2.1 Basic Materials:

2.1.1 Obtain blinds from a single source manufacturer.

2.1.2 Flame-resistance rating passing NFPA 701.

Part 3 Execution

3.1 Installation:

3.1.1 Install blinds in accordance with the manufacturer's installation instructions.

FURNISHINGS:

Part 1 General

1.1 Requirements / Conditions

1.1.1 Reserved.

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Part 2 Products

2.1 Basic Materials:

2.1.1 Reserved.

Part 3 Execution

3.1 Installation:

3.1.1 Reserved.

PLUMBING:

Part 1 General

1.1 Requirements / Conditions

1.1.1 Construction shall be in accordance with the 2007 Florida Building Code-Plumbing with the 2009 Supplements.

Part 2 Products

2.1 Basic Materials:

2.1.1 Reserved.

Part 3 Execution

3.1 Installation:

3.1.1 Reserved.

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GAS:

Part 1 General

1.1 Requirements / Conditions:

1.1.1 Construction shall be in accordance with the 2007 Florida Building Code-Fuel Gas with the 2009 Supplements.

Part 2 Products

2.1 Basic Materials:

2.1.1 Reserved.

Part 3 Execution

3.1 Installation:

3.1.1 Reserved.

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MECHANICAL (HVAC):

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Construction shall be in accordance with the 2007 Florida Building Code-Mechanical with the 2009 Supplements and the NFPA.
- 1.1.2 Coordinate this work with electrical work.
- 1.1.3 Manufacturer's installation instructions shall be available on the jobsite at the time of inspection.

Part 2 Products

2.1 Ductwork

- 2.1.1 Construction: Galvanized per SMACNA 2" W.G. duct reinforcement. Reinforcement joints, closures and seams as required by SMACNA. All ductwork shall be galvanized.
- 2.1.2 Hangers: Support from the building structural steel. Duct hangers shall conform to SMACNA table 4-4 using straps at 8 feet maximum spacing. Do not hang from metal decking.
- 2.1.3 Fittings: Provide 1.5 radius turn elbows. Provide turning vanes for all square turns per SMACNA figure 2-4.
- 2.1.4 Sealant: Seal all joints and seams with sealant, UL 181, class 1 rated. Interior duct sealant shall be Hardcast Iron Grip # 601 or approved substitute.
- 2.1.5 Flexible ducts shall be factory insulated with 1 inch thick fiberglass insulation faced with reinforced foil vapor barrier. Use metal straps with stainless steel cam-type fasteners.
 - a.) Minimum R value 6.0.
- 2.1.6 Duct sizes shown are clear inside dimensions for airflow. Allow for duct liner as required.

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2.1.7 Smoke damper, when required, shall be UL 555S listed and installed in accordance with their listing. Smoke dampers shall be constructed of no less than 16 gage steel for the blades and 13 gage steel for the frame. The dampers shall be at least class II.

- a.) Dampers shall be 24 volts.
- b.) Provide required transformer, low voltage wiring and EMT conduit.
- c.) Fail-safe operation – power on / damper open; power off / damper closed.
- d.) Activation of fire alarm shall close damper.

2.2 Diffusers and Registers

2.2.1 Air outlets shall be manufactured by Titus with models to match existing.

2.2.2 Indicated sizes are nominal neck dimensions.

2.3 Insulation

2.3.1 All interior insulation shall have thermal conductivity of 0.27 or less.

2.3.2 All exterior insulation shall be completely covered with weatherproof jacket including fittings and valves.

- a.) Exterior insulation shall have some perm and conductivity rating as above but does need flame-spread and smoke developed rating.

2.3.3 Insulation minimum thickness shall be as follows:

- a.) Service / ductwork (all).
- b.) Thickness / 1-1/2 inch (min. R6.0)

2.3.4 Install in accordance with manufacturer's recommendations.

2.4 Equipment

2.4.1 Provide all equipment, accessories and materials required for a complete and operable system.

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2.4.2 Install equipment according to manufacturer's instructions. Assist with factory start-up and check-out of each system.

2.4.3 VAV box: support as detailed in location indicated.

2.5 Controls

2.5.1 Provide temperature controls, interlock wiring and control wiring for complete operating systems.

- a.) Exterior wiring shall be installed in rigid metal conduit and electrical boxes meeting the electrical specifications.
- b.) Low voltage wiring shall be multiple conductor plenum rated cable with insulated # 16 AWG copper conductors.
- c.) Controls shall be by existing manufacturer.
- d.) All the information shall be reported back to the central system.

Part 3 Execution

3.1 Balance and Testing

3.1.1 The contractor shall balance the air system to deliver the quantities required within 100% to 105%.

3.1.2 Record air quantities for design, initial and final for each supply and return register / diffuser.

3.1.3 Record air conditioning unit inlet air DB and WB, volts, amps on each leg, refrigerant suction, pressure and temperature, liquid pressure and temperature.

3.1.4 Adjust air throws of the supply diffusers / grilles to yield even air distribution throughout space.

3.1.5 Submit balancing report for approval before final inspection.

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3.2 Project Completion

3.2.1 Provide as built drawings before final inspection. Use one (1) clean set of prints and mark any changes in red ink. Show locations of pipe and valves.

3.2.2 Operate each air conditioning unit and check operating modes.

- a.) Calibrate thermostats.
- b.) Check exhaust fan operation.

3.2.3 Install a new set of air filters at final inspection.

3.2.4 Reserved.

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ELECTRICAL

BASIC ELECTRICAL, MATERIALS AND METHODS

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Construction shall be in accordance with the National Electrical Code 2008 (NFPA 70).
- 1.1.2 Furnish products listed by UL or other testing firm acceptable to the Building Code Administrator.
- 1.1.3 Verify field measurements and circuiting arrangements as shown on drawings.
- 1.1.4 Coordinate this work with mechanical (HVAC) and plumbing work.

Part 2 Products

2.1 Basic Materials:

- 2.1.1 Steel channel: Galvanized.
- 2.1.2 Miscellaneous hardware: Treat for corrosive resistant.
- 2.1.3 Nameplates shall be engraved three-layer laminated plastic, black letters on white background.
- 2.1.4 Wire and cable markers shall be cloth markers, split sleeve or tubing type.

Part 3 Execution

3.1 Installation:

- 3.1.1 Install work according to NECA "Standards of 2.5 Building Wire and Cable Installation".
- 3.1.2 Provide bonding to meet regulatory requirements.

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- 3.1.3 Make electrical connections to utilization equipment in accordance with manufacturer's instructions.
- a.) Verify that wiring and outlet rough-in work is complete and that utilization equipment is ready for electrical connection, wiring and energizing.
 - b.) Make wiring connections in control panel or wiring compartment of pre-wired equipment. Provide interconnecting wiring as indicated.
 - c.) Install and connect disconnect switches, controllers, control stations and control devices as indicated.
 - d.) Make conduit connections to equipment using flexible conduit. Use liquidtight flexible conduit in damp or wet locations.
 - e.) Install pre-fabricated cord set where connection with attachment plug is indicated or specified, or use attachment plug suitable strain-relief clamps.
 - f.) Provide suitable strain-relief clamps for cord connections to outlet boxes and equipment connection boxes.
- 3.1.4 Install support systems sized and fastened to accommodate weight of equipment and conduit, including wiring, which they carry.
- a.) Fasten hanger rods, conduit clamps and outlet and junction boxes to building structure using precast insert system beam clamps.
 - b.) Use toggle bolts or hollow wall fasteners in hollow masonry, plaster or gypsum board partitions and walls; expansion anchors or preset inserts in solid masonry walls; self-drilling anchors or expansion anchor in concrete surfaces; sheet metal screws in sheet metal studs; wood screws in wood construction.
 - c.) Do not fasten supports to piping, ceiling support wires, ductwork, mechanical equipment or conduit.
 - d.) Do not use power-actuated anchors.
- 3.1.5 Identify electrical distribution and control equipment, and loads served, to meet regulatory requirements.
- a.) Degrease and clean surfaces to receive nameplates and tape labels.

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- b.) Secure nameplates to equipment fronts using screws, rivets, or adhesive with edges parallel to equipment lines, secure nameplate to inside face of recessed panelboard door in finished locations.
 - c.) Use nameplates with 1/8 inch lettering to identify individual switches and circuit breakers, receptacle circuits and loads served.
 - d.) Use nameplates with ¼ inch to identify distribution and control equipment.
- 3.1.6 Install wire markers on each conductor in panelboard gutters, pull boxes, outlet and junction boxes, and at load connections.
- a.) Use branch circuit or feeder number to identify power and lighting circuits.
 - b.) Use control wire number as indicated on from foundation wall: Plastic conduit. Provide equipment manufacturer's shop drawings to identify control wiring.

WIRING METHODS

Part 1 General

1.1 Requirements / Conditions:

- 1.1.1 Verify field measurements and circuiting arrangements.

Part 2 Product

2.1 Product Requirements

- 2.1.1 Use only specified raceway in the following locations:

- a.) Wet interior locations: Rigid steel conduit or electric metallic tubing. Use threaded or raintight fittings for metal conduit.
- b.) Dry interior locations: Rigid steel conduit or electric metallic tubing.

- 2.1.2 Use wire and cable locations as follows:

- a.) All power wires and cables shall be in raceway use no wire smaller than 12 AWG for power and lighting circuits, and no smaller than 14 AWG for control wiring. Use 10 AWG conductors for 20 ampere, 120 volt branch circuit home runs longer than 75 feet; and for 20 amps.

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2.2 Conduits and Fittings

2.2.1 Conduit:

- a.) Metal conduit and tubing; galvanized.
- b.) Flexible conduit; steel.

2.2.2 Conduit fittings:

- a.) Metal fittings and conduit bodies: NEMA FB 1.
- b.) EMT fittings; steel compression type for wet location. Set screw for dry locations.

2.3 Electrical Boxes

2.3.1 Boxes:

- a.) Sheet metal: NEMA OS 1, galvanized steel.
- b.) Cast Metal: Cast ferrous alloy, deep gasket, gasketed cover, threaded hubs.

2.4 Building Wire and Cable

2.4.1 Feeders and branch circuits larger than 6 AWG; copper stranded conductor, 600volt insulation, THHN / THWN and XHHW.

2.4.2 Feeders and branch circuits 6 AWG and smaller; copper conductor, 600 volt insulation, THHN, THWN and XHHW. 6 and 8 AWG; stranded conductor, smaller than 8 AWG; solid conductor.

2.4.3 Control circuits; copper, stranded conductor, 600 volt insulation, THW.

2.5 Remote Control and Signal Cable

2.5.1 Control cable for class 1 remote control and signal circuits: Copper conductor, 600 volt insulation, rated 60 degree C, individual conductors twisted together, shielded, and covered with PVC jacket; (plenum rated).

2.5.2 Control cable for class 2 or class 3 remote control and signal circuits: Copper conductor, 300 volt insulation, rated 60 degree C, individual conductors twisted together, shielded, and covered with PVC jacket; UL listed; (plenum rated).

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Part 3 Execution

3.1 Examination and Preparation

3.1.1 Verify that interior of building is physically protected from weather.

3.1.2 Verify that mechanical work that is likely to damage conductors has been completed.

3.1.3 Completely and thoroughly swab raceway system before installing conductors.

3.1.4 Electrical boxes are shown on drawings in appropriate locations unless dimensioned.

- a.) Obtain verification from the College of junction box locations, and locations of outlets in offices and work areas, prior to rough-in.
- b.) It shall understood that any outlet may be relocated a distance not exceeding 5 feet from the location shown on the drawings prior to or during rough-in, if so directed by the College without additional cost to the College.
- c.) Local switches which are shown near doors shall be located at the strike side of the door as finally hung, regardless of swing on the drawings.

3.2 Installation

3.2.1 Perform work according to NECA standard of installation.

3.2.2 Arrange conduit to maintain headroom and to present neat appearance.

- a.) Route exposed raceway parallel and perpendicular to walls and adjacent piping.
- b.) Maintain minimum 6 inch clearance to piping and 12 inch clearance to heat surfaces such as flues, steam pipes, and heating appliances.
- c.) Maintain required fire, acoustic, and vapor barrier rating when penetrating walls, floors and ceilings.
- d.) Route conduit through roof openings for piping and ductwork where possible; otherwise, route through roof jacket with pitch pocket.
- e.) Group in parallel runs where practical. Use rack constructed of steel channel. Maintain spacing between raceways or derate circuit Ampacities to NPA 70 requirements.
- f.) Use conduit hangers and clamps; do not fasten with wire or pipe straps.

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- g.) Use conduit bodies to make sharp changes in direction.
- h.) Terminate conduit stubs with insulated bushings.
- i.) Use suitable caps to protect installed raceway against entrance of dirt and moisture.
- j.) Provide no. 12 AWG insulated conductor or suitable pull string in empty raceways, except sleeves and nipples.
- k.) Install expansion joints where raceway crosses building expansion or seismic joints.
- l.) Use steel compression fittings with EMT conduits.

3.2.3 Install electrical boxes as shown on drawings, and as required for splices, taps, wire pulling, equipment connection and regulatory requirements.

- a.) Locate and install electrical boxes to allow access. Provide access panels if required.
- b.) Locate and install electrical boxes to maintain headroom and to present neat mechanical appearance.
- c.) Install pull boxes and junction boxes above accessible ceilings or in unfinished areas.
- d.) Provide knockout closures for unused openings.
- e.) Align wall-mounted outlet boxes for switches, thermostats and similar devices.
- f.) Coordinate mounting heights and locations of outlets above counters and backsplashes.
- g.) Use recessed outlets in finished area and where indicated.
- h.) Secure boxes to interior wall and partition studs, accurately positioning to allow surface finish thickness.
- i.) Use stamped steel stud bridges for flush outlets in hollow stud wall and adjustable steel channel fasteners for flush ceiling outlet boxes.
- j.) Locate boxes in masonry walls to require cutting corner only. Coordinate masonry cutting to achieve neat opening for boxes.
- k.) Do not install boxes back-to-back in walls; provide 6 inch separation, minimum; except provide 24 inch separation minimum in acoustic-rated walls.
- l.) Do not damage insulation.

3.2.4 Install cable and wiring according to manufacturer's instructions

- a.) Neatly train and secure wiring inside boxes, equipment and panelboards.
- b.) Use wire pulling lubricate for pulling 4 AWG and larger wires.
- c.) Support cables above accessible ceilings to keep them from resting on ceiling tiles.

SECTION 6

APPENDICES

- d.) Make splices, taps, and terminations to carry full ampacity of conductors without perceptible temperature rise.
- e.) Terminate spare conductors with electrical tape.

3.2.5 Install wiring devices according to manufacturer's instructions.

3.2.5 Install wall plates flush and level.

- a.) Install plates on switch, receptacle and blank outlets in finished areas.
- b.) Install galvanized steel plates on outlet boxes and junction boxes in unfinished areas, above ceilings and on surface-mounted outlets.

3.2.7 Install service fittings according to manufacturer's instructions.

3.2.8 Before installing raceways and pulling wire to any mechanical equipment or plumbing equipment, verify electrical characteristics with final submittal on equipment to ensure proper number and AWG of conductors.

Note: As each construction project is different relating to the construction documents and accompanying data; the contractor shall review a final list of requirements with the building code administrator.

End of Appendix E

SECTION 6

APPENDICES

APPENDIX F

SECTION F-1

REFERENCES

- Policies and Procedures / Rules of the District Board of the Trustees
 1. Rule 6Hx7 – 8.4
 2. Rule 6Hx7 – 8.6
 3. Rule 6Hx7 – 8.7
 4. Rule 6Hx7 – 8.8

- Florida Building Code (FBC) with Supplements
 - Building
 - Electrical
 - Gas
 - Mechanical
 - Plumbing

- National Electrical Code (NEC)
- Florida Fire Prevention Code and Life Safety Code
- Florida Accessibility Code for Building Construction; FBC-Building, Chapter 11
- Florida Energy Efficiency Code for Building Construction; FBC-Building, Chapter 13
- Florida Statutes
- Manufactured Buildings; FBC-Building, Section 428
- State Requirements for Educational Facilities (SREF)

Note: References as identified above shall be of the latest adopted editions

End of Appendix F