Building Code Compliance

Policy Number	3-109.3
Responsible Authority	Building Official
Initiating Authority	Vice President for Compliance, Ethics, and Risk
Effective Date	12/7/2023
Date of Origin	5/5/2006

APPLICABILITY/ACCOUNTABILITY

This policy applies to all members of the university community and all university, Direct Support Organization, Auxiliary, and other related University of Central Florida (UCF) entity owned buildings.

POLICY STATEMENT

UCF maintains a safe and healthy campus and conducts all university-related activities in compliance with applicable requirements for safety and health from federal, state, or local agencies. Thus, all renovations, remodels, additions, alterations, and new construction of university facilities, and repairs as applicable, whether performed by internal or external entities, must be approved by the Building Official to ensure compliance with the Florida Building Codes. All permit applications and fees must be submitted and approved prior to commencing any work. Failure to receive approval and pay applicable fees will result in additional fees and may result in appropriate disciplinary action up to and including termination.

DEFINITIONS

Addition. An extension or increase in floor area, number of stories or height of a building or structure.

Alteration. Any construction or renovation to an *existing structure* other than *repair* or *addition*.

Building Official. The designated authority charged with administration and enforcement of the Florida Building Code

Building Permit. A legal document issued by the appropriate authorities authorizing new construction or repairs (as deemed appropriate by Building Official review), renovations, remodels, additions, and alterations to existing structures. In accordance with Florida law, this document must be posted and displayed on the construction site.

Certificate of Completion. A document that serves as 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 prior to the issuance of a certificate of occupancy.

Certificate of Occupancy. A document issued by the Building Official, following a final inspection in which no violations of the provisions of the Florida Building Code, or other laws that are enforced by the Building Department, were found.

Plans Review. A formal review of construction documents or design drawings performed to ensure compliance with building and fire codes.

Repair. The reconstruction or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

University Community. All university personnel, students, volunteers; employees and volunteers of Direct Support Organizations (DSOs); as well as visitors and contractors who conduct business with the university.

PROCEDURES

---

1. As required by university policy 3-114 New Construction, Remodeling, and Renovation Projects and 3-106 Maintenance, Repair and Housekeeping, the applicant is required to obtain approval from their dean or vice president and must work directly with the assigned Facilities and Business Operations Project Manager. The applicant must use the Building Department's permitting software, Citizenserve, to submit a permit application. No work can commence prior to receiving an issued permit. Noncompliance with this policy will result in the assessment of penalties. See the Building Department website for the fee schedule.

2. The Building Official, or authorized representative, will review the plans for building code compliance and, where applicable, submit any required drawings to the State Fire Marshal for Fire Code plans review. The Building Official is the university authority for all building code issues, as well as the liaison with the State Fire Marshal for all construction, renovations, and repair projects.

3. Criteria for plan Submittal is found in UCF Scope and Administration, Chapter 1, as modified by The UCF Building Department.

4. The Building Official, or authorized representative, will notify the applicant when the fire and building code plan reviews are completed and issue the permit.

5. Upon issuance, the Building Permit must be posted at the job site for the duration of the work.

6. The permitted work will be inspected during and after construction as required in the Florida Building Code and the Fire Prevention Code. After both State Fire Marshal Fire Code and Building Code final inspections are satisfactorily completed, the Building Official will issue a Certificate of Occupancy or a Certificate of Completion.

7. New or renovated facilities may not be occupied prior to the issuance of a Certificate of Occupancy or Certificate of Completion, as applicable.

8. Where the Building Official, or authorized representative, finds any work regulated by Florida Building Code being performed in a manner either contrary to the provisions of code, dangerous or unsafe, the Building Official is authorized to issue a stop work order.

APPEALS

Any aggrieved party may appeal the Building Official's decision or interpretation of the Florida Building Code to the Florida Building Commission, as per Florida Statute 553.775.

FORMS AND RELATED INFORMATION

Building Code Forms, Fees, and Procedures

UCF Scope and Administration, Chapter 1 FBC 8th Edition (2023)

The current edition of the Florida Building Code
Florida Building Codes - ICC Digital Codes (iccsafe.org)

Florida Statute 553.73(4)(a)

Florida Statute 553.775

UCF Policy 3-106 Maintenance, Repair, and Housekeeping

UCF Policy 3-114 New Construction, Remodeling, and Renovation Projects

Florida State University System Board of Governors Regulations on University Supervision of Construction

CONTACTS

[UCF Building Department]
3528 N. Perseus Loop
Bldg. 16A, Rm 158
Orlando, FL 32816-3500
(407) 823-5323

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-109.3

Initiating Authority and University Policies and Procedures Committee Chair — Date: 11/29/2023

President or Designee — Date: 12/7/2023

History:
3-109 5/5/2006; 3-109.1 2/8/2018; 3-109.2 2/26/2021