

BUILDING CODE ADMINISTRATION PROGRAM

**POLICY AND
PROCEDURES
MANUAL**



EDITION: DECEMBER 12, 2017
USF FACILITIES MANAGEMENT - EHS

BUILDING CODE ADMINISTRATION PROGRAM

INDEX	SECTION	TITLE
	SECTION A	PREFACE
	SECTION B	POLICY
	SECTION C	PURPOSE
	SECTION D	AUTHORITY
	SECTION E	RESPONSIBILITIES
	SECTION F	PROCEDURES
	SECTION G	FEES
	SECTION H	DEFINITIONS & KEY TO ABBREVIATIONS

INDEX	APPENDIX	TITLE
	APPENDIX A	DOCUMENTS REVIEW PROCESS
	APPENDIX B	MAJOR PROJECTS REVIEW
	APPENDIX C	STAND-UP REVIEW
	APPENDIX D	FEE SCHEDULE AND FEE SAMPLE CALCULATIONS
	APPENDIX E	PERMIT FEE PAYMENT
	APPENDIX F	APPLICABLE CODES AND STANDARDS

INDEX	FORMS	TITLE	INITIATE	EDITION
	USF BUILDING CODE ADMINISTRATION (BCA)			OCTOBER 17, 2016
	BCA-FORM 00	BUILDING PLANS REVIEW & PERMIT CHECKLIST	USF PM	OCTOBER 17, 2016
	BCA-FORM 01	DESIGN DOCUMENT REVIEW-REQUEST	A/E	OCTOBER 17, 2016
	BCA-FORM 01A	DESIGN DOCUMENT REVIEW-PROJECT DIRECTORY	A/E	OCTOBER 17, 2016
	BCA-FORM 01B	DESIGN DOCUMENT REVIEW-LOG		OCTOBER 17, 2016
	BCA-FORM 01C	DESIGN DOCUMENT REVIEW-CODE LETTER		OCTOBER 17, 2016
	BCA-FORM 01D	DESIGN DOCUMENT REVIEW-COMMENT FORM		OCTOBER 17, 2016
	BCA-FORM 02	PLANS REVIEW-REQUEST TO BCA	A/E	OCTOBER 17, 2016
	BCA-FORM 03	BUILDING PERMIT APPLICATION	CONTRACTOR	OCTOBER 17, 2016
	BCA-FORM 03A	BUILDING PERMIT APPLICATION-CONSTRUCTION DIRECTORY	CONTRACTOR	OCTOBER 17, 2016
	BCA-FORM 03B	BUILDING PERMIT APPLICATION-STATEMENT OF FEES		OCTOBER 17, 2016
	BCA-FORM 04	BUILDING PERMIT		OCTOBER 17, 2016
	BCA-FORM 04A	DEMOLITION PERMIT		OCTOBER 17, 2016
	BCA-FORM 05	INSPECTION REQUEST-BCA	CONTRACTOR	OCTOBER 17, 2016
	BCA-FORM 05A	FIELD INSPECTION REPORT-BCA		OCTOBER 17, 2016
	BCA-FORM 06	VIOLATION NOTICE		OCTOBER 17, 2016
	BCA-FORM 07	CERTIFICATE OF OCCUPANCY- REQUEST	CONTRACTOR	OCTOBER 17, 2016
	BCA-FORM 07A	CERTIFICATE OF OCCUPANCY- LIST OF SPACES	CONTRACTOR	OCTOBER 17, 2016
	BCA-FORM 07B	CERTIFICATE OF OCCUPANCY		OCTOBER 17, 2016
	BCA-FORM 08	CERTIFICATE OF COMPLETION- REQUEST	CONTRACTOR	OCTOBER 17, 2016
	BCA-FORM 08A	CERTIFICATE OF COMPLETION		OCTOBER 17, 2016
	BCA-FORM 09	ARCHIVING RECORD/PERMITTED PLANS		OCTOBER 17, 2016

BUILDING CODE ADMINISTRATION PROGRAM

PREFACE

For all USF construction projects, a construction permit must be issued by the USF Building Code Administrator (BCA) prior to start of any construction activity. The **BCA** has the authority to determine whether the scope of work warrant a construction permit or require further review and permitting by the USF Fire Code Official (FCO); and coordinate all **FCO** reviews and permits. Only the **BCA** has the authority and the sole discretion to authorize the early start of limited scope of work pending final issue of a construction permit. No other university representative may authorize or direct the **Contractor** to start any construction activity. The **BCA** issues the construction permit directly to the **Contractor**, no other university representative may convey, or issue construction permits.

Notice to Proceed issued to the **Contractor** is a contractual requirement, not an approval to begin construction activity which requires a construction permit issued by the **BCA**. All USF Facilities Management (USF-FM) staff will reiterate the authority of the **BCA** in construction permitting matters in any communications to the contractors; and ensure that permits are issued prior to contractor mobilization.

Prior to start of any construction activity (the Work), including, but not limited to; site development, site fencing, demolition, wall construction etc., an application for permit must be made to the Building Code Administration office and permit issued.

The **BCA** is the only person empowered to make the determination as to permit requirement of any Work, not the owner representative or the **Contractor**. The permit is issued to the **Contractor**, and only the **Contractor** may start the Work under the permit.

The Florida Building Code (Code) and Florida Statutes requires the project representative to apply for and pay the permit fee prior to issuance of the permit. The **Code** authorizes the **BCA** the authority and discretion to approve start of Work prior to issuance of a permit when schedule impact necessitates earlier start of Work; however, under no circumstances can Work begin without the submittal of an application for permit and approval of the **BCA** to start the Work.

The **BCA** will determine, based on scope of Work, will coordinate the USF Fire Code Official (FCO) review. Full permit cannot be issued without **BCA** and **FCO** joint approval when required. Any Work commencing prior to **BCA** approval (or **BCA** and **FCO** joint approval) is at risk of being denied a permit or additional corrective work levied.

Under the Code, the **BCA** may levy a fine of double the application fee when Work is started without prior approval of the **BCA**. The **FCO** may also levy fee penalties for Work commenced without prior approval.

A. POLICY (USF Policy 6-019, USF Building Code Administration Program)

Florida law and regulations require that all new buildings constructed, and modifications to existing buildings, be reviewed and inspected for compliance with adopted building codes and standards. The policy requires that all University entities, conducting building construction, repair, or modifications on University-owned property, submit construction documents (drawings and/or specifications) for review. Obtain a building permit (see forms) for construction, which, after proper inspection and completion, is certified for occupancy, re-occupancy, or completion. Maintenance projects, not requiring code compliance, such as painting, flooring, equipment replacement, minor repairs, etc. are exempt from the code permitting process with permission of the Building Code Administrator.

B. PURPOSE

The purpose of this Program is to establish and implement Building Code Administration for the University of South Florida Capital Improvement Program. Such regulated practice of building code compliance is necessary, in the interest of public health and safety, which shall be provided through compliance of all adopted codes and standards. The Program will be administered by the Building Code Administrator, through document reviews and construction inspections.

C. AUTHORITY

Building Code Administration is required by F.S. Sect. 1013.37, regulated by F.S. Chapter 553 Part VII. Categories of code administration personnel are established in F.S. Chapter 468 Part XII.

D. RESPONSIBILITIES

1. FACILITIES MANAGEMENT QUALITY MANAGEMENT (FM-QM) REVIEW BUILDING CODE ADMINISTRATOR (BCA) CODE REVIEW

A Building Code Administrator has been appointed to manage the Building Code Administration Program. The Building Code Administrator (BCA) is licensed by the Department of Professional Regulation as a Building Official. The **BCA** administers, for code compliance, the document reviews and construction inspection process.

BCA reviews construction documents for compliance with adopted codes and standards. After reviewing the documents, comments, if any, are returned with appropriate references. A letter of code compliance is issued after final review and approval of 100% construction documents and upon resolution of all outstanding comments. The **BCA** and USF Facilities Management staff Quality Management (FM-QM) review of all phases of design submittals and permit set are incorporated into the **BCA** consolidated review. The **BCA** review summary at each submittal includes plans and specifications review for compliance with the Code and USF Design & Construction Guidelines (DCG). The review comments shall be identified as either **Code** or **FM-QM** requirement.

The **Contractor** (including Construction Manager or Design/Builder under a qualifying general contractor license) or under limited circumstances the USF Project Manager (USF-PM) submits to the **BCA** a request for a building permit. **BCA** issues permit to only a qualified contractor.

A building permit is issued to the **Contractor** upon satisfactory completion of the application process and receipt and review of all necessary documents.

The **BCA**, in conjunction with the **Contractor**, develops a construction inspection schedule (see forms) to facilitate appropriate inspections, to coincide with the project construction schedule. The Building Inspectors (BI) performs construction inspections in accordance with the established inspection schedule. This requires up to five business days for scheduling. See inspection policy in effect at time of permitting.

Prior to occupancy of a new building or re-occupancy or completion of a renovated building or portions thereof, the **BCA** issues a certificate of occupancy or re-occupancy or completion (see forms). The certificate of occupancy, or re-occupancy, or completion states that the new or renovated building or portions thereof are complete, constructed in accordance with the construction documents, and meets the minimum **Code** requirements at the time of issuance of the building permit. The **BCA** and other required University entities must inspect and certify that the new or renovated building or portions thereof are substantially complete, prior to occupancy or re-occupancy or completion.

2. DESIGN PROFESSIONALS (Architect/Engineer)

Design professionals are responsible for the design of the project in accordance with the appropriate adopted codes and standards. The **BCA** and USF Facilities Management (USF-FM) staff review the project documents at the completion of the following phases (as delineated in the Design Services Agreement) for major projects: Program (PRO), Conceptual Schematic Design (CSD), Advanced Schematic Design (ASD), Design Development (DD), 50% Construction Documents (50% CD), 100% Construction Documents (100% CD). A major project shall be defined as a project with a construction cost greater than \$2,000,000. All other projects will be reviewed at the 100% Construction Documents (100% CD). A Letter of Code Compliance, stating that the building documents comply with all current adopted code requirements, will be issued by the design professionals, after all outstanding comments have been resolved, and prior to the issuance of the building permit.

If the level of work requires the involvement of a design professional as described in Chapter 471 and Chapter 481 of the Florida Statutes, the construction documents must be signed and sealed by the architect and engineers of record.

3. GENERAL CONTRACTORS / CONSTRUCTION MANAGERS

The **Contractor** (and Construction Manager or Design/Builder under qualified General Contractor license) applies for the permit. At the time of application for a permit, the **Contractor** provides three sets of sealed and signed construction documents and specifications, a list of all subcontractors with appropriate license numbers, and the Letter of Code Compliance indicating the documents have been reviewed by **BCA** for **Code** compliance and USF Facilities Management staff Quality Management (FM-QM) and all outstanding items have been resolved. A building permit is issued after these items have been reviewed and approved by the Building Code Administrator. One of the submitted sets of plans and specifications will be returned with the building permit and will be stamped Reviewed for Code Compliance. This set of documents will be kept on site for use by the inspectors.

The **Contractor** meets with the Building Code Administrator to develop a building inspection schedule. The **Contractor** is responsible for scheduling all required inspections in accordance with the plan developed (up to five business days turnaround time required between when inspection is requested and completed to allow for scheduling per latest inspection policy. See **USF-FM** website). Upon substantial completion, the **Contractor** requests a certificate of occupancy or re-occupancy or completion.

4. UNIVERSITY AGENCIES PROVIDING CONSTRUCTION / MAINTENANCE SERVICES

Any University agencies providing construction/maintenance services for either themselves or another University entity is required to obtain a building permit, and pay a fee, as specified herein.

E. PROCEDURES

1. Design:

- Design professionals prepare construction documents in accordance with all applicable Codes.
- The **BCA** review such documents for code compliance and returns comments or a letter of code compliance as applicable.

2. Building Permit:

- The General Contractor, University department, or trade contractor applies for a building permit with digital set of sealed and signed construction documents if required by statute.
- The **BCA** coordinates the review and permitting of the sealed and signed construction documents by the Fire Code Official (FCO), with approved digital file returned to the **Contractor**. These will become the record set and the contractor's set with the permit. The project is responsible for plan review fees of the all other regulatory agencies.
- The **BCA** reviews the building permit application and issues a permit, if all information submitted is acceptable and complete: Permit Application, Payment of fee, three Sets of sealed and signed Construction Documents, Letter of Code Compliance, all applicable Permits (**BCA**, **FCO**, SWFMD, Water, Sanitary, Fuel Tanks, FEMA, Threshold, etc.).
- **Payment of fees required prior to issuance of permit.**
- **No work to start without issuance of permit.**

3. Fire systems Permit:

- Qualified Sub-Contractor shall submit permit application for any fire sprinkler above ground, Underground and Fire alarm systems installation. Per Fire Code rules the Qualified Contractor is to be permit holder for this work. Class V minimum for fire sprinkler underground, Etc. No fees will be assessed as cost of this work should be in project permit fee. (unless standalone project)
- Signed & sealed digital files of fire alarm and/or sprinkler shop drawings need to be submitted to the **BCA** who will coordinate the **FCO** review. No work can commence on these systems until approval and permit is issued by **BCA**. Engineer of record approval is not required for this submission and shall occur simultaneously to avoid delays in construction. Any changes required by engineer or **FCO** review can be handled by later submission if needed.
- Payment of fees required prior to issuance of permit.

4. Construction:

- The **BCA** and the **Contractor** develop a Construction Inspection Schedule.

- The **Contractor** requests and **BCA** performs inspections, in accordance with the inspection schedule.
- Any changes to the permitted construction documents, after review and approval by the consultant, are to be reviewed and approved by the **BCA**.
- **FCO** inspections are to be coordinated through the **BCA**.
- When construction is substantially completed and all required inspections performed, the **BCA** issues the appropriate certificate of occupancy or re-occupancy or completion.

F. FEES

Fees (see fee schedule) for these services are borne by the project.

1. For Minor Projects: (\$2 million or less)

- Payment for the building permit will be by the **Contractor**, or journal transfer for departmental permits.
- It is the **Contractor's** responsibility to pay via Credit Card at **BCA** office, or by check per the invoice procedures of the University. **Contractor** should request invoice if desired at time of permit application. Note: invoice request will add to time for permit approval and issuance.
- Invoice will have an accounts receivable number for tracking.
- No payment can be made without invoice.
- The check can be mailed per information on Invoice, or delivered by hand to: SVC1038 (Student Services Building Cashiers office).
- The **Contractor** may provide a copy of the check, or proof of payment if desired, to BCA office.
- Upon deposit confirmation from USF Accounts Receivable, the permit will be issued.
- **Per Code, no construction may start until the fee is paid.**

2. For Major Projects:

- Payment for the building permit will be by Journal Transfer (JT) of Funds from the Construction account to **BCA**.
- USF Project Manager is responsible for processing of said Journal transfer in a timely manner.
- Per **Code**, no construction may start until the fee is paid. Fee will be considered paid upon financial officer's signature on JT authorization form.

G. DEFINITIONS & KEY TO ABBREVIATIONS:

Construction Documents	Drawings and/or Specifications.
Modification	any new addition to or renovation of an existing building or any part of.
BCAP	Building Code Administration Program
BCA	Building Code Administrator (Roy Clark)
BCAA	Building Code Administrative Assistant (Beth Casey)
PM	University Project Manager

END OF SECTION

APPENDIX A -- DOCUMENTS REVIEW PROCESS

PROCESS TO GET MAJOR OR MINOR DOCUMENTS REVIEWED

A. THE A/E SHALL PROVIDE:

1. **Submittal:** all deliverables are to be submitted in digital format, including signed & sealed digital file permit set.
2. **For Each Submittal:** A/E to submit each subsequent submittal with written response to the previous comment letter indicating incorporation of the comments into the current submittal.
3. **Phases for Design Deliverables Submittal:**
(Phases delineated in the Design Services Agreement.)
 - A. Program
 - B. Conceptual Schematic Design
 - C. Advanced Schematic Design
 - D. Design Development
 - E. GMP Submittal
 - F. 50% Construction Documents
 - G. 100% Construction Documents
 - H. BCA Final Permit Construction Documents
 - I. Redline (printed) & Corrected Record Documents (in digital files, in compliance with USF CAD Guidelines)

4. Distribution of Design Deliverables:

DESIGN DELIVERABLES SUBMITTAL (AT ALL DESIGN PHASE SUBMITTAL) USF PM TO DETERMINE TOTAL QUANTITY AND DISTRIBUTION FOR EACH PHASE OF DELIVERABLES.	PLANS			SPECIFICATIONS		
	print		.dwg	.pdf	print	.pdf
	Full size	Half size			Letter size	
Building Code Review				X		
<input checked="" type="checkbox"/> BCA / FCO				X		X
<input checked="" type="checkbox"/> FM Plans Room				X		X
FM Quality Management Review						
<input checked="" type="checkbox"/> LEED Coordinator				X		X
<input checked="" type="checkbox"/> ADA Coordinator				X		X
<input checked="" type="checkbox"/> BeCx (Building Enclosure)				X		X
<input checked="" type="checkbox"/> Cx (HVAC/MEP)				X		X
Infrastructure Engineering Review						
<input checked="" type="checkbox"/> University Civil Engineer				X		X
<input checked="" type="checkbox"/> University Mechanical Engineer				X		X
<input checked="" type="checkbox"/> University Electrical Engineer				X		X
Project Administration						
<input type="checkbox"/> USF Project Manager**				X		X
<input type="checkbox"/> User Group				X		X
TOTAL QUANTITY AND TYPE OF SUBMITTAL:				digital *		digital *

*A/E to confirm with BCA to arrange for submission of digital files.

**A/E to confirm with USF PM for requirement for printed sets.

DESIGN DELIVERABLES SUBMITTAL AT PERMIT SET (SIGNED & SEALED)	PLANS			SPECIFICATIONS		
	print		.dwg	.pdf	print	.pdf
	Full size	Half size			Letter size	
<input checked="" type="checkbox"/> BCA / FCO Signed & Sealed permit set				X		X
TOTAL QUANTITY AND TYPE OF SUBMITTAL:				digital *		digital *

* A/E to confirm with BCA to arrange for submission of digital files.

- The Contractor (or A/E) submits **pdf** sets of the Signed & Sealed Plans & Specs to BCA (with construction permit application & payment).
- The BCA reissues the BCA & FCO approved and stamped **.pdf** set to the Contractor with the construction permit.

RECORD DOCUMENT SUBMITTAL AT COMPLETION OF PROJECT	Archival and Record Documents submission to comply with USF CAD Guidelines (CAD); and are not included in the above BCA submittal summary
---	---

B. PROJECT MANAGER (USF-PM) ACTION:

1. Receive via USPS or other courier:
 - a. Per Agreement, full-size and/or half-size sets of drawings for User Group (UG) and Direct Support Organizations (DSO) Facilities use (**USF-PM** may request additional sets if necessary).
 - 24" x 36" maximum plan sheet size for minor projects and
 - 30" x 42" maximum plan sheet size for major projects
 - b. AutoCAD drawings (in **.dwg** and **.pdf**) and Specifications in (in **.doc** and **.pdf**) in digital files (Digital file format shall comply with USF CAD Guidelines).
 - c. A/E signed & sealed digital file as directed by **BCA**.
2. Receptionist to log in when received and the forwarded to **USF-PM** (should be the same day).
3. **USF-PM** prepares Project Documents Review request and project information sheet. (See Website for correct updated form.) The project manager or **Contractor** shall schedule an appointment with the Building Code Administrator or his designee to deliver all documents to **BCA** for documents review process. The appointment allows the **BCA** to schedule time for prompt action on the request and start of documents review time.

C. BCA OR DESIGNEE ACTION:

1. All design deliverables and permit set plans review are completed via email.
2. An email sent to a standard list of USF department designees for notice of review.
 - Email shall include description provided by **USF-PM** to facilitate knowledge of scope of work.
3. Include in email notification deadline date to recipients (Noon, two (2) weeks from date plans were received by **BCAP** when received by noon. Otherwise, the two-week review process begins the next day). For major projects, the review period is extend to minimum three (3) weeks at the discretion of the **BCA**, and will be so noted in the email notification.
4. **BCAA** receives comments via email (both PM and **BCA** should receive a copy of these emails). After receipt of these comments, the **BCAA** integrates into one Code Compliance Letter that will be given to the **USF-PM** and **BCA** for editing. The Code Compliance Letter will then be signed by the **BCA** and **USF-PM**. The **USF-PM** will then send the completed letter to the design team and **Contractor**.
 - **BCA** archives digital files of all submissions.

END OF SECTION

APPENDIX B -- MAJOR PROJECTS REVIEW

A. REVIEW AT FOLLOWING PHASES OF PROJECT:

(Required phases and deliverables delineated in the Design Services Agreement.)

1. Program
2. Conceptual Schematic Design
3. Advanced Schematic Design
4. Design Development
5. GMP Submittal
6. 50% Construction Documents
7. 100% Construction Documents
8. **BCA** Final Permit Construction Documents
9. Construction Revisions

B. SIZE OF PLAN SHEETS SHOULD BE 30" x 42" (maximum)

(Digital files shall be formatted to plot as 30" x 42" sheet.)

1. All comments must be addressed at the next review by the design team and shall be included in letterform to ease in tracking changes. Letter shall address what action design team took in response to previous comments including description and sheet designation of change.
2. Documents considered 100% will be submitted for review and not be signed and sealed. Only after the comments made during review are incorporated, shall the final permit set (signed and sealed) be created and submitted including the comments response letter. Foundations and work authorized by **BCA** will be limited in scope and subject to review comments from **FCO** until full review has been completed.
3. Optional Fast Track process require Site plan, preliminary Life Safety plans and Structural Shell package be submitted and approved prior to any foundations.
4. Issuance of a Building Permit will be contingent upon compliance with all applicable permits (i.e. SWFMD, EPC, County Health Department, etc.). All USF comments will be directed to the **BCAA** with a copy to the **BCA** and **USF-PM**. The **BCAA** will incorporate all comments into one Code Compliance Letter (**USF-PM** and **BCA** to edit and co-sign) before forwarding to design team and **Contractor**. This will give the format for response.
5. Include in all submittals a full set of Life Safety Code compliance and Building Code compliance information. Room occupancy list (**BCA Exhibit-07A, Certificate of Occupancy List of Spaces**) is also required at time of permitting.
6. "Type of Construction" will be included in DD's and beyond.
7. Any schedule requests to change the above process shall be submitted in writing for approval.
8. **BCA shall be copied via email on all correspondence of Answered RFI's, ASI's, Change Order requests, etc.**
9. **BCA** shall be provide digital files of all Submittals, RFI's ASI's, Change Orders, Field Orders, etc.

END OF SECTION

APPENDIX C – STAND-UP REVIEW

A. REQUESTING & SCHEDULING A STAND-UP REVIEW:

When desired, a standup review to meet and discuss issues can be arranged. The following is actions are expected of ALL who participate:

- Documents received for review need to be received a **minimum** of one week prior to the date of the standup review.
- Any questions and comments during the standup will be written and relayed to USF by the design team with response.
- USF reviewers will give, in writing, their comments on this project (this protects your comment from being forgotten).

B. CODE QUESTIONS:

Any code-related questions, and approval of such, should not be by verbal communications only (such as, stand-up review, conversations by phone or face-to-face meetings). Follow up documentation and subsequent answers shall be in writing.

C. OTHER PERMITTING & APPROVAL AUTHORITIES:

Copies of all correspondence with and from SWFWMD; Health Department; EPC; etc. shall be provided to **BCA** for tracking and verification of compliance with state laws and rules.

END OF SECTION

APPENDIX D – FEE SCHEDULE & SAMPLE CALCULATIONS

TAMPA CAMPUS BCA FEE SCHEDULE

A FOR MAJOR & MINOR PROJECTS

	CONSTRUCTION COST	FEE
Minor	Less than \$5,000	\$ 50.00 flat fee shall be charged.
	\$5,000 to \$50,000	\$ 50.00 plus \$ 70.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.
	\$50,000 to \$200,000	\$ 75.00 plus \$ 95.00 for every \$ 10,000.00 of Construction Cost or fraction thereof. (Fire Code Fee included \$50,000.00 and up.)
	\$200,000 to \$500,000	\$ 450.00 plus \$ 50.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.
	\$500,000 to \$2,000,000	\$ 950.00 plus \$ 40.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.
Major	>\$2,000,000	\$ 2,950.00 plus 0.3 % of Construction Cost.

B FOR SPECIAL PROJECTS

CONSTRUCTION TYPE	FEE
A. Tents, other temporary structures as determined by BCA	\$ 50.00 flat fee.
B. Infrastructure,	\$ 50.00 minimum fee
C. Flooring stand-alone project,	plus \$ 30.00 per \$ 10,000.00 of
D. Demolition not part of a Renovation, and all other	Construction Cost or fraction thereof.
E. Miscellaneous Projects as determined by BCA	

C TRIP CHARGE

OFF CAMPUS SITES	TRIP CHARGE
A. Satellite Campuses: USF St. Petersburg USF Sarasota-Manatee	\$ 125.00 flat fee per trip. (Included in Building Permit Fee, Other Campus fee schedule.)
B. Other off Tampa campus sites: (Including all lease properties)	To be calculated on the basis of travel time, per diem and mileage specific to site. <ul style="list-style-type: none"> • Travel time: billing rate \$ 125.00 per hour one way travel • Per diem: when overnight stay is required: in accordance with Section 112.06, Florida Statute (Per diem and travel expenses of public officers, employees, and authorized)

OTHER THAN TAMPA CAMPUS
BCA FEE SCHEDULE

A FOR MAJOR & MINOR PROJECTS

	CONSTRUCTION COST	FEE
Minor	Less than \$5,000	\$ 150.00 flat fee shall be charged.
	\$5,000 to \$50,000	\$ 150.00 plus \$ 100.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.
	\$50,000 to \$200,000	\$ 175 plus \$ 125.00 per every \$10,000.00 of Construction Cost or fraction thereof.
	\$200,000 to \$500,000	\$ 750.00 plus \$ 95.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.
	\$500,000 to \$2,000,000	\$ 1800.00 plus \$ 85.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.
Major	>\$2,000,000	\$ 4,000.00 plus \$ 65.00 per every \$ 10,000.00 of Construction Cost or fraction thereof.

B FOR SPECIAL PROJECTS

CONSTRUCTION TYPE	FEE
F. Tents, other temporary structures as determined by BCA	\$ 150.00 flat fee.
G. Infrastructure, H. Flooring stand-alone project, I. Demolition not part of a Renovation, and all other J. Miscellaneous Projects as determined by BCA	\$ 150.00 minimum fee. plus \$ 40.00 per \$ 10,000.00 of Construction Cost or fraction thereof.

C TRIP CHARGE

OFF CAMPUS SITES	TRIP CHARGE
B. Satellite Campuses: USF St. Petersburg USF Sarasota-Manatee	Included in fee schedule above.
B. Other off Tampa campus sites: (Including all lease properties)	To be calculated on the basis of travel time, per diem and mileage specific to site. <ul style="list-style-type: none"> • Travel time: billing rate \$ 125.00 per hour one way travel • Per diem: when overnight stay is required: in accordance with Section 112.06, Florida Statute (Per diem and travel expenses of public officers, employees, and authorized)

END OF SECTION

APPENDIX E – PERMIT FEE PAYMENT

NOTICE TO CONTRACTOR OR PROJECT MANAGER:

We wish to inform you of an updated change in procedure that will affect how you do business on the campus of USF.

For Minor Projects (**less than \$2 million**), we will expect the **Contractor** to provide payment for BCAP (Building Code Administration Program) fees. This will improve the amount of time it may take for permits to be issued. Be sure that your GMP includes the cost of the permit fee. The cost of the fee can be paid at the **BCA** office with a credit card upon **BCA** approval of application. An appointment with **BCA** to process your application and receive your permit is suggested. If you wish to pay by check then the **Contractor** will be invoiced within five business days of the permit application being received in **USF-FM** office. Please wait for the invoice before sending payment.

We cannot accept payment here at **USF-FM** office. If you wish to deliver payment, it can be delivered to SVC 1038 (Student Services Building).

If you wish to mail a payment, please send your check to the address below:

University of South Florida
P.O. Box 864568
Orlando, FL 32886-4568

Please include the remittance slip from the invoice to make sure the payment is correctly applied. Upon receipt of payment confirmation, we will issue the building permit. Please hold on to any receipt you receive.

How the fee is calculated for USF projects is being provided with this letter as reference only. Please remember to wait for the invoice.

Building Code Administrator
Facilities Management-EHS
4202 E. Fowler Ave., OPM 100
Tampa, FL 33620-7550
(813) 974-0893 desk
(813) 579-8693 cell

END OF SECTION

APPENDIX F -- APPLICABLE CODES AND STANDARDS

A. BUILDING CODES

1. Florida Building Code in effect at the time of permitting.

B. FIRE AND LIFE SAFETY

1. Florida Fire Prevention Code as Adopted by the State Fire Marshal, Florida Statute 633 and Florida Administrative Codes in effect at the time of permitting.

C. OTHER CODES & REGULATIONS

1. Florida Elevator Safety Code, current statutory requirements.
2. Rules of the Department of Health and Rehabilitative Services, Division of Health.
3. Rules of the Department of Environmental Regulation.
4. Rules of the Southwest Florida Water Management District.

D. UNIVERSITY OF SOUTH FLORIDA REQUIREMENTS

1. USF Building Design & Construction Guidelines (DCG)
2. USF Cost Containment Guide (CCG)
3. USF CAD & BIM Standard (CAD)
4. USF Building Code Administration (BCA)
5. USF Sustainable Design & development (SDD)
6. USF Professional Services Guide (PSG)
7. USF Projects Manual (UPM)
8. USF Construction Administration Guide (CAG)
9. USF Minor Project Guide (MPG)
10. USF Direct Owner Purchase Order (DOPO)
11. USF Project Management Guides (PMG) and Procedures.

END OF SECTION