

PERMITS, PLANS, INSPECTIONS
and OCCUPANCY CLASSIFICATION
ADVANCED MODULE

A. PERMITS: *Section 105, FBC*

Section 105, Chapter 1 of the 2014 Florida Building Code (FBC) 5th Edition states that any owner or authorized representative who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Florida Building Code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

FBC Section 105.1.1 Annual Facility Permit : An individual may submit an application for an annual facility permit. Instead of having to apply for a permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), an annual facility permit facilitates routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The individual must apply for a separate permit for each facility and for each construction trade as applicable. The person making application for the annual facility permit must write on the application a general description of the parameters of work intended to be performed during the year. Should there be any major changes to the system(s), the building official shall be notified of such changes and shall retain the right to make inspections at the facility site as deemed necessary. As the name implies, an annual facility permit is valid for one year from the date it was obtained. The permit holder is required to maintain a log of all alterations made under such annual permit and the building official shall have access to such records at all times.

Food Permit, Section 105.1.3, FBC

For food establishment or retail store, a permit from the Department of Agriculture and Consumer Services is required according to *Section 500.12, Florida Statutes*.

As stated in Section 500.12(1)(a) F.S. the following are exempt from obtaining a food permit:

1. Persons operating minor food outlets, including, but not limited to, video stores, that sell commercially prepackaged, non potentially hazardous candy, chewing gum, soda, or popcorn, provided the shelf space for those items does not exceed 12 linear feet and no other food is sold by the minor food outlet.
2. Persons subject to continuous, onsite federal or state inspection.
3. Persons selling only legumes in the shell, either parched, roasted, or boiled.
4. Persons selling sugar cane or sorghum syrup that has been boiled and bottled on a premise located within the State of Florida.

Section 500.12 F.S. *“When any person applies for a building permit to construct, convert, or remodel any food establishment, food outlet, or retail food store, the authority issuing such permit shall make available to the applicant a printed statement, provided by the department, regarding the applicable sanitation requirements for such establishments.”*

Section 500.12(4)(a) and Section 500.12(4)(b) Florida Statutes

The Department of Agriculture and Consumer Services may suspend immediately the permit if it finds that any of the conditions of the permit have been violated under *section 500.12 Florida Statutes*. The holder of a permit whose permit has been suspended may at any time apply for the reinstatement of the food permit. The department shall immediately after prompt hearing and an inspection of the establishment, reinstate such permit if the building department finds that adequate measures have been taken to comply with and maintain the conditions of the permit, as originally issued, or as amended. The building department shall have access to any food establishment for the purpose of ascertaining compliance with *section 500.12 Florida Statutes*. Denial of allowing the building department to inspect the premises is ground for suspending the permit until access to the food establishment is freely given by the operator.

Starting work before being issued a permit, Section 105.12, FBC

Only upon the approval of the building official, the scope of work described in the building permit application and plans may be started prior to the issuance of a permit. Provided that any work completed is entirely at the risk of the permit applicant and the work does not proceed past the first required inspection.

Work commencing before permit issuance, Section 109.4, FBC: Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing system before obtaining the building official's approval or the necessary permits shall be subject to a fee established by the building official that shall be addition to the required permit fees.

B. PERMIT EXEMPTIONS: Section 105.2, FBC

There are several jobs that do not require a permit, but such work shall be executed according to code. Any construction work, whether a permit is required or not, shall comply with the provisions of the Florida Building Code.

The following are considered such exemptions:

For Gas: Portable heating appliance and replacement of minor parts in equipment without altering its approval or make it unsafe.

For Mechanical: Portable heating, ventilation and cooling unit, piping of steam; hot or chilled water within any heating or cooling equipment regulated by F.B.C., replacement of parts without altering its approval or make it unsafe, portable evaporative cooler, self-contained refrigeration system of less than 10 pounds of refrigerant and actuated by 1 hp or less, any load management control device installation, replacement, removal or metering.

For Plumbing: the stopping of leaks in plumbing fixtures without removing and replacing pipes with new material. Repairs that do not involve the replacement or rearrangement of valves, pipes or fixtures do not require a permit. However, if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, that

work shall be considered as new work and a permit is required for such work. Inspections will also be required for the new work.

Emergency Repairs, Section 105.2.1, FBC

In emergency situations, equipment replacement and repairs can be executed without a permit, however, the permit application shall be submitted on the next working day to the building official.

Minor Repairs, Section 105.2.2, FBC

Minor repairs can be done without a permit given that such work complies with the Florida Building Code and approval from the building official is obtained to commence work without a permit.

Ordinary minor repairs does 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.

Ordinary minor repairs also do 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 shall not violate any technical codes.

C. PERMIT APPLICATION (Section 105.3, FBC)

In order to obtain a permit, an individual must first file an application on a form furnished by the building department. Permit application forms must comply with the requirements of Section 713.135(5) & (6) F.S. Each application shall be inscribed with the date of application, and the code in effect as of that date. For a building permit which an application is submitted prior to the effective date of the Florida Building Code, the state minimum building code in effect in the permitting jurisdiction on the date of the application governs the permitted work for the life of the permit and any extension granted to the permit.

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Section 713.135(5) & (6) Florida Statutes

Tax Folio No.

BUILDING PERMIT APPLICATION

Owner's Name _____

Owner's Address _____

Fee Simple Titleholder's Name (If other than owner)_____

Fee Simple Titleholder's Address (If other than owner) _____

City _____

State _____ Zip _____

Contractor's Name _____

Contractor's Address _____

City _____

State _____ Zip _____

Job Name _____

Job Address _____

City _____ County _____

Legal Description _____

Bonding Company _____

Bonding Company Address _____

City _____ State _____

Architect/Engineer's Name _____

Architect/Engineer's Address _____

Mortgage Lender's Name _____

Mortgage Lender's Address _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Agent)

(including contractor)

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, (year), by (name of person making statement) .

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Signature of Contractor)

STATE OF FLORIDA

COUNTY OF

Sworn to (or affirmed) and subscribed before me this _____ day of _____, (year), by (name of person making statement) .

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Certificate of Competency Holder)

Contractor's State Certification or Registration No.

Contractor's Certificate of Competency No.

APPLICATION APPROVED BY

Permit Officer

*****X*****

Review of Permit Application, Section 105.3.1, FBC

The building official shall examine the permit application submitted by the applicant. If the application complies with all requirements, laws and regulations, the building official will issue the permit as soon as practicable. If not, then the building official will reject the application and shall state in writing the reasons for such rejection. When contractual agreement with school board exists, then the building official gives first priority to school or educational facility projects.

Section 105.3.1.1, FBC

The cost for enforcing the Florida Building Code on state university, state community college or public schools projects shall not be more than the actual labor and administrative costs incurred for plan review and inspections.

Works that require construction documents along with permit application, Section 105.3.1.2, FBC

An applicant to a permit must submit construction documents prepared by or under the direction of an engineer registered under Chapter 471, Florida Statutes along with the permit application for any building construction, erection, alteration, modification, repair, or addition when such permit to be issued applies to any one of the following jobs listed below. The applicant will not be issued a permit unless he/she provides the required construction documents which apply to the construction.

1. **Plumbing plans** for any new building or addition which requires a plumbing system with more than 250 fixture units or cost more than \$125,000.00
2. **Fire sprinkler documents** for any new building or addition which includes a fire sprinkler system which contains 50 or more sprinkler heads. Personnel as authorized by chapter 633 Florida Statutes, may design a fire sprinkler system of 49 or fewer heads and may design the alteration of an existing fire sprinkler system if the alteration consist of the relocation, addition or deletion of not more than 49 heads, notwithstanding the size of the existing fire sprinkler system.
3. **Heating, ventilation and air conditioning documents** for new building or addition requiring more than 15 tons per system designed to accommodate 100 or more persons or cost more than \$125,000.00. System documents with capacity or cost less than described above can be certified by a contractor as per Chapter 489, F.S.

4. **Any specialized mechanical, electrical, or plumbing document** for any new building or addition which includes a medical gases, oxygen, steam, vacuum, toxic air filtration, halon, or fire detection and alarm system which costs more than \$5,000.

5. **For electrical documents. See Florida Statutes, Section 471.003(2)(h).**

Documents requiring an engineer seal by this part shall not be valid unless a professional engineer who possesses a valid certificate of registration has signed, dated, and stamped such documents as provided in Section 471.025, Florida Statutes.

As stated in the Florida Statutes, the following person is not required to be licensed under the provisions of Section 471.003(2)(h) Florida Statutes as a licensed engineer. An electrical contractor whose practice includes the design and fabrication of electrical system which she or he installs by virtue of a license issued under chapter 489, under part I of chapter 553, or under any special act or ordinance when working on any construction project which:

- a. Requires an electrical system with a value of 125,000.00 or less and;
- b. Requires an aggregate service capacity of 600 amperes (240 volts) or less on a residential electrical system or 800 amperes (240 volts) or less on a commercial or industrial electrical system.

6. **All public swimming pools and public bathing places** defined by and regulated under Chapter 514, Florida Statutes.

D. TIME LIMITATION OF APPLICATION: *Section 105.3.2, FBC*

Permit applications have a time period of 180 days after the date of filing them. The building official has the authority of granting extensions of 90 days. The request must be made in writing and demonstrate justifiable cause for the expiration.

Section 105.3.3, FBC

A permit issued by a building official shall have on the face or attached to the permit the following statement;

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

Section 105.3.4, FBC

For a single family residential dwelling building permit, 30 working days shall be the process time, unless unusual circumstances require a longer time for processing or the permit application fails to satisfy the Florida Building Code, laws or ordinances.

Coverage of Workers Compensation, Section 105.3.5, FBC

As a condition to receiving a building permit, every employer making application for a permit must show proof that he/she has secured workers compensation for its employees as provided in *Section 440.10 and 440.38 F.S.* **Chapter 440 of the Florida Statutes** is also called "The Workers Compensation Law."

E. ASBESTOS REMOVAL (Section 105.3.6, FBC)

The State law requires asbestos moving, removal, or disposal of asbestos-containing materials to be done by licensed contractors. Residential owners with a property which will not be sold or rented within 1 year after the removal of asbestos may be exempted from this regulation provided that owner personally appears at the building department, fills out and signs a permit application stating that the property will not be sold or rented out within 1 year after the asbestos removal. In addition, the owner must state that he/she will act as the contractor and perform the work in compliance with all codes and regulations.

(Section 105.9, FBC) Abestos: Owner or representative with building permit for demolition or renovation of an existing structure with asbestos shall be enforced to comply with *Section 469.003, F.S.* and notify the Department of Environmental Protection the intention of removing asbestos, when applicable, in accordance with state and federal law.

F. CONDITIONS OF THE PERMIT (Section 105.4.1, FBC)

The permit does not give authority to perform the construction in violation of the Florida Building Code and the technical codes. Any non compliance in plans or in the construction shall be enforced by the building official to be corrected.

Construction shall start within 6 months after issuance of permit; otherwise the permit will be invalidated. If the project is abandoned for a period of 6 months after the time that the work commenced, the permit will be invalidated as well.

A new permit is required before proceeding with the work if the permit becomes revoked, null and void, or expires.

The building official will enforce to remove the construction if a new permit is not obtained within 180 days from the date the initial permit became null and void. If a new permit is obtained, the project shall comply with regulations and rules effective between the date of expiration and the date of issuance of the new permit. Approved inspections within 180 days shall be received in order to consider the work active progress.

Section 105.7, FBC

During construction and until the completion of the project, the permit or copy shall be kept on the job site.

Section 105.8, FBC

It is the obligation of the building department to print on the face of a permit a warning to owner that he/she shall record a notice of commencement. The filing of a notice of commencement is to provide

protection under the Construction Lien Law and to avoid the possibility of the owner having to pay twice for improvements on his/her property.

NOTICE OF COMMENCEMENT: Section 105.8, FBC

As per Section 713.135, Florida Statutes, when any person applies for a building permit, the authority issuing such permit shall print on the face of each permit card in no less than 14-point, capitalized, boldfaced type:

“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.”

A notice of commencement contains detailed information about the project such as property owner, financial institution, jobsite address, contractor, etc., and protects the property owner’s title to the property. As per **Section 713.13 Florida Statutes** a notice of commencement must be in substantially the following form:

*****x*****

Section 713.13 Florida Statutes

Permit No. _____ Tax Folio No. _____

NOTICE OF COMMENCEMENT

State of _____

County of _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property, and street address if available)_____
2. General description of improvement:_____
3. Owner information or Lessee information if the Lessee contracted for the improvement:_____
 - a. Name and address:_____
 - b. Interest in property:_____

c. Name and address of fee simple titleholder (if different from Owner listed above): _____

4.a. Contractor: (name and address) _____

b. Contractor's phone number: _____

5. Surety (if applicable, a copy of the payment bond is attached): _____

a. Name and address: _____

b. Phone number: _____

c. Amount of bond: \$ _____

6.a. Lender: (name and address) _____

b. Lender's phone number: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section [713.13](#)(1)(a)7., Florida Statutes:

a. Name and address: _____

b. Phone numbers of designated persons: _____

8.a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section [713.13](#)(1)(b), Florida Statutes.

b. Phone number of person or entity designated by owner: _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified) _____ .

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Signatory's Title/Office)

The foregoing instrument was acknowledged before me this day of , (year) , by (name of person) as (type of authority, . . . e.g. officer, trustee, attorney in fact) for (name of party on behalf of whom instrument was executed) .

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced

*****x*****

Permits issued on basis of an Affidavit, Section 105.14, FBC

Whenever permits are issued in reliance upon an affidavit, the Architect or Engineer who signed such affidavit or prepared the drawings or computations, shall be responsible for inspection reports and supervision of the construction for permits issued on basis of an affidavit. The Architect or Engineer will be responsible for complying to the permit, provide copies of inspection reports as inspections are performed, and upon completion of the project make and file with the building department written affidavit that the work has been done in compliance to the reviewed plans and with the structural provisions of the technical codes. If an Architect or Engineer is not available, the owner may employ a qualified person or agency to do the reports, approved by the building official and comply with *Chapter 468 F.S.*

G. CONSTRUCTION DOCUMENTS: Section 107, FBC

Submittal: Section 107.1 F.B.C.

Construction documents shall be prepared by a design professional where required by the statutes. (Architect as per Chapter 481, F.S.; Engineer as per Chapter 471, F.S.; Landscape Architect as per Chapter 481, F.S. part II). Along with the construction documents, any other data and a statement of special inspections shall be submitted in one or more sets with each application for a permit. Should special conditions exist, the building official has the authority to require from applicant additional construction documents.

Exception: If the building official finds that the nature of the work applied for is such that a review of construction documents is not necessary to obtain compliance with the Florida Building Code, the building official has the authority to waive the submission of construction documents and other data not required to be prepared by a registered design professional.

Section 107.3.4.2, FBC

Contractors authorized under the provisions of *section 489.115(4)(b) Florida Statutes*, are allowed to seal plans and specifications for plans review for permitting purposes relating to compliance with the wind resistance provisions of the Florida Building Code or alternate methodologies approved by the Florida Building Commission for one and two family dwellings. Local enforcement agencies may rely upon such certification by contractors that the plans and specifications submitted obey the requirements of the Florida Building Code for wind resistance. Upon good cause shown, local government code enforcement agencies may accept or reject plans sealed by persons licensed under Ch. 471 (Engineering), Ch. 481 (Architecture, Interior Design, and Landscape Architecture), or Ch. 489 (Contracting).

Information on Construction Documents, Section 107.2.1, FBC

The construction documents shall be clear to describe the location, nature and extent of work proposed and show in detail compliance to the provisions of the Florida Building Code, relevant laws, ordinances, rules and regulations.

Fire Protection System shop drawings: Shop drawings for the fire protection system(s) shall be submitted to indicate conformance to the Florida Building Code and the construction documents must be approved prior to the start of system installation.

Means of Egress: The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress including the path of the exit discharge to the public way in compliance with the provisions of Florida Building Code. In other than occupancies in Groups R-2, R-3, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

Exterior wall envelope: Construction documents for all buildings shall describe the exterior wall envelope in sufficient detail to determine compliance with the Florida Building Code. The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections and dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

Examinations: Section 107.3 F.B.C.

Construction documents need to be examined and approved by the building official. They have to comply with codes and laws.

Exception:

As per *Section 553.80(1)(d) F.S.*

1. State-approved manufactured buildings are exempt from local codes enforcing agency plan reviews except for provisions of the code relating to erection, assembly or construction at the site. Erection, assembly and construction at the site are subject to local permitting and inspections.

As per *Section 553.79(2) F.S.*

2. Industrial construction on sites where design, construction and fire safety are supervised by appropriate design and inspection professionals and which contain adequate in-house fire departments and rescues squads is exempt, subject to local government option, from review of plans and inspections, providing owners certify that applicable codes and standards have been met and supply appropriate approved drawings to local building and fire-safety inspectors.

Approval of Construction Documents, *Section 107.3.1, FBC*

Once the construction documents are approved by the building official, one set shall be kept in building department and another to be kept on project site for inspections.

Section 107.3.2, FBC: The Florida Building Code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

Minimum Criteria for Review of Construction Documents, *Section 107.3.5, FBC*

The construction documents to be examined shall include as a minimum: a floor plan; site plan; foundation plan; floor/roof framing plan or truss layout; all fenestration penetrations; flashing; and all exterior elevations.

Section 107.3.5 of the F.B.C. gives a list for commercial and residential building of parts of the project to be shown on drawings for all disciplines involved on it.

Amended Construction Documents, *Section 107.4, FBC*

Any changes during the construction that are not in accordance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Retention of Construction Documents, *Section 107.5, FBC*

One set of approved construction documents shall be retained by the building official for a period of not less than 180 days from date of completion of the permitted work, or as required by Florida Statutes.

H. ACCOUNTABILITY OF LICENSE HOLDERS: *Section 553.781 F.S.*

Florida Statute finds that accountability for work performed by design professionals and contractors is the key to strong and consistent compliance with the Florida Building Code and, therefore, protection of the public health, safety, and welfare.

If a local jurisdiction determines that a licensee, certificate holder, or registrant licensed under chapter 455 (Board of Professional Regulation), chapter 471 (Engineering), chapter 481 (Architect, Interior Designers), or chapter 489 (Contractors) has committed a material violation of the Florida Building Code and failed to correct the violation within a reasonable time, such local jurisdiction shall impose a fine of no less than \$500 and no more than \$5,000 per material violation.

What is a material violation?

As defined in Section 553.781 F.S. a material code violation is a violation that exists within a completed building, structure, or facility which may reasonably result, or has resulted, in physical harm to a person or significant damage to the performance of a building or its systems.

The licensee, certificate holder, or registrant may dispute the violation within 30 days following notification by the local jurisdiction. The fine is halt and the local jurisdiction shall report the dispute to the Department of Business and Professional Regulation or the appropriate professional licensing board for disciplinary investigation and final disposition. If an administrative complaint is filed by the department or the professional licensing board against the certificate holder or registrant, the Florida Building Code Commission may intervene in such proceeding. Any fine imposed by the department or the professional licensing board, pursuant to matters reported by the local jurisdiction to the department or the professional licensing board, shall be divided equally between the board and the local jurisdiction which reported the violation.

Except when the fine is in disciplinary investigation and awaiting final disposition by the Department of Business and Professional Regulation or the appropriate professional licensing board, failure to pay the fine within 30 days shall result in a suspension of the licensee's, certificateholder's, or registrant's ability to obtain permits within the State of Florida until the fine is paid off.

I. INSPECTIONS ON CONSTRUCTION OR WORK: *Section 110, FBC*

All construction work for which a permit is required is subject to inspection by the building official. It is the duty of the permit holder to have the work accessible and exposed for inspection purposes until approved. Neither the building official nor the jurisdiction is liable for any expense involved in removing or replacing any material that is obstructing the work to be inspected. The permit holder or his/her agent shall notify the building official when work is ready for inspection.

Recognizing the many types of works that require permit and inspection, below we mention just a few construction works along with the type of inspection needed for each. When the building official performs the required inspections, he/she will release that portion of the construction or notify the permit holder of any violations that needs to be corrected in order to comply with the technical codes. In the case where a violation is found by the building official for a portion of the construction, the permit holder will have to make the proper corrections.

Required Inspections, Section 110.3, FBC

BUILDING

1. Foundation Inspection is 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
- Footers/grade beams

1.1 Building. In flood hazard areas, upon placement of the lowest floor, including basement, and prior to further vertical construction, the elevation certification shall be submitted to the authority having jurisdiction.

2. Framing Inspection is to be made after the roof, all framing, fireblocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:

- Window/door framing
- Vertical cells/columns
- 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:

- Roof sheathing
- Wall sheathing
- Sheathing fasteners
- Roof/wall dry-in

4. Roofing inspection shall at a minimum include the following building components:

- Dry-in
- Insulation
- Roof coverings
- Flashing

5. Final inspection will be made after the building is completed and ready for occupancy.

5.1 In flood hazard areas, as part of the final inspection, a final certification of the lowest floor elevation shall be submitted to the authority having jurisdiction.

6. Swimming Pool inspections

First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing of concrete.

Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.

In order to pass final inspection and receive a certificate of completion, a residential swimming pool must meet the requirements relating to pool safety features as described in Section 454.2.17 of the Florida Building Code.

7. Demolition Inspections

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

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

8. Manufactured building inspections

The building department shall inspect construction of foundations; connecting buildings 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 lines 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. Refer to *section 453.27.20* of the Florida Building Code.

9. Where impact-resistant coverings or impact-resistant systems are installed, the building official shall schedule adequate inspections of impact-resistant coverings or impact-resistant systems to determine the following:

- The system indicated on the plans was installed.
- The system is installed in accordance with the manufacturer's installation instructions and the product approval.

ELECTRICAL

1. Underground inspection is to be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.

2. Rough-in inspection is to be made after the roof, framing, fireblocking and bracing is in place and prior to the installation of wall or ceiling membranes.

3. Final inspection is 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 is to be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.

2. Rough-in inspection is to be made after the roof, framing, fireblocking 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 is to be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

MECHANICAL

1. Underground inspection is to be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.
2. Rough-in inspection is 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 installation of wall or ceiling membranes.
3. Final inspection is to be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

GAS

1. Rough piping inspection is to be made after all new piping authorized by the permit has been installed, and before and such piping has been covered or concealed or any fixtures or gas appliances have been connected.
2. Final piping inspection is 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 is 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 the Florida Building Code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

SHORING, Section 110.7, FBC

For threshold buildings, shoring and associated framework or falsework shall be designed and inspected by a Florida licensed professional engineer, employed by the permit holder or subcontractor, prior to any required mandatory inspections by the threshold building inspector.

LATH AND GYPSUM BOARD INSPECTION, Section 110.3.5, FBC

Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Exemption: Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

FIRE AND SMOKE RESISTANT PENETRATIONS, Section 110.3.6, FBC

Protection of joints and penetration in fire resistance rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

ENERGY EFFICIENCY INSPECTIONS, Section 110.3.7, FBC

Energy efficiency inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.

J. USE AND OCCUPANCY CLASSIFICATION: *Section 302.1, FBC*

Structures or portion of structures are classified with respect to occupancy in one or more of the categories listed on the Florida Building Code Section 303-313. Below you will find listing of the categories that are mentioned on the Florida Building Code followed by a brief explanation of the different type of categories. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Each category is assigned a group letter. For example Group A, Group E, Group F, etc. The letter assigned is usually the first letter of the category name. For example the category labeled “business” is assigned the letter B, “educational” is assigned the letter E., with some being assigned a group letter and number (ex. Group A-1, A-2, A-3 etc.) for the purpose of classifying the type of intentional use for the structure or portion of structures that fall under the same category.

1. Assembly: Groups A-1, A-2, A-3, and A-5
2. Business: Group B
3. Educational: Group E
4. Factory and Industrial: Groups F-1 and F-2
5. High Hazard: Groups H-1, H-2, H-3, H-4, and H-5
6. Institutional: Groups I-1, I-2, I-3, and I-4
7. Mercantile: Group M
8. Residential: Groups R-1, R-2, R-3, and R-4
9. Storage: Groups S-1 and S-2
10. Utility and Miscellaneous: Group U

ASSEMBLY GROUP A, *Section 303.1, FBC*

Occupancy includes, among others, the use of a building or structure, or a portion thereof, for gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption or awaiting transportation.

Small buildings and tenant spaces, Section 303.1.1: A building or tenant space used for assembly purposes with an occupant load of less than 50 persons shall be classified as a Group B occupancy.

A-1 Assembly use, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures, these include but not limited to:

- Motion picture theaters, Symphony and Concert Halls, Television and radio studios admitting an audience, Theaters

A-2 Assembly use intended for food and/or drink consumption include but not limited to:

- Banquet Halls, Night Clubs, Restaurants, Taverns and Bars

A-3 Assembly uses intended for worship, recreation, or amusement and other assembly uses not classified else- where in Group A including but not limited to:

- Amusement Arcades, Art Galleries, Bowling Alleys, Courtrooms, Funeral Parlors, Libraries, Museums
- *(the complete listing can be found on the 2010 Florida Building Code Section 303.1)*

A-4 Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including but not limited to:

- Arenas, Skating Rings, Swimming Pools, Tennis Courts

A-5 Assembly uses intended for participation in or viewing outdoor activities, including but not limited to:

- Amusement park structures, bleachers, grandstands, stadiums.

BUSINESS GROUP B, Section 304.1, FBC

Occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. These includes but not limited to:

- Banks, Barber and Beauty shops, Car Wash, Post offices, Print shops, Professional Services (architects, attorneys, dentists, physicians, engineers, etc), Animal Hospitals

EDUCATIONAL GROUP E, Section 305.1, FBC

Occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.

Section 305.1.1: Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with *Section 303.14* and have occupant loads of less than 100, shall be classified as Group A-3 occupancies.

Section 305.2: Group E, daycare facilities. This group includes buildings and structures or portions thereof occupied by more than five children older than 2.5 years of age who receive educational, supervision or personal care services for fewer than 24 hours per day.

Section 305.2.1: Within places of religious worship. Rooms and spaces within places of religious worship providing such daycare during religious functions shall be classified as part of the primary occupancy.

Section 305.2.3: Five or fewer children in a dwelling unit. A facility such as the above within a dwelling unit and having five or fewer children receiving such daycare shall be classified as a Group R-3 occupancy or shall comply with the FBC, Residential.

FACTORY GROUP F, Section 306.1, FBC

Occupancy includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H Hazardous or Group S Storage occupancy.

FACTORY INDUSTRIAL F-1 MODERATE-HAZARD occupancy uses which are not classified as Factory Industrial F-2 low Hazard shall be classified as F-1 Moderate Hazard and shall include, but not limited to:

- Appliances, Bakeries, Bicycles, Boats, Business Machines, Clothing, Electric generation plants.

FACTORY INDUSTRIAL F-2 LOW-HAZARD occupancy uses that involve the fabrication or manufacturing of non-combustible materials which during finishing, packing or processing do not include a significant fire hazard. These includes, but not limited to:

- Beverages: up to and including 16% alcohol content, Brick and Masonry, Ceramic products, Glass products, Gypsum, Ice.

HIGH-HAZARD GROUP H, Section 307.1, FBC

occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas. Hazardous occupancies are classified in Groups H-1, H-2, H-3, H-4, and H-5, and shall be in accordance with this section, the requirements of Section 415 and the Florida Fire Prevention Code.

H-1: Buildings and structures containing materials that pose a detonation hazard.

H-2: Buildings and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning.

H-3: Buildings and structures containing materials that readily support combustion or that pose a physical hazard.

H-4: Buildings and structures which contains materials that are health hazards

- Corrosives, High toxic materials, toxic materials

H-5: Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials are used.

INSTITUTIONAL GROUP I, Section 308.1, FBC

Occupancy includes, among others, the use of a building or structure, or a portion thereof, in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies are classified as Group I-1, I-2, I-3, or I-4.

Group I-1: Occupancy includes buildings, structures or portion thereof for more than 16 persons who reside on a 24 hour basis in a supervised environment. The persons receiving care are capable of self preservation and receive custodial care. These include, but not limited to:

- Alcohol and drug centers, Group homes, Halfway houses, Assisted living facilities.

Group I-2: Occupancy includes buildings and structures used for medical care on a 24 hour basis for more than five persons who are incapable of self preservation. These includes, but not limited to:

- Foster care facilities, Hospitals, Psychiatric hospitals, Nursing homes.

Group I-3: Occupancy includes buildings and structures that are inhabited by more than five persons who are under restraint or security. An I-3 facility is occupied by persons who are generally incapable of self preservation due to security measures not under the occupant's control. These include, but not limited to:

- Correctional centers, Detention centers, Prisons, Reformatories, Jails

Group I-4: This group shall include buildings and structures occupied by more than five persons of any age who receive custodial care for fewer than 24 hours per day by persons other than parents or

guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for. This includes, but not limited to:

- Adult daycare
- Child daycare

MERCANTILE GROUP M, Section 309.1, FBC

Occupancy includes, among others, the use of a building or structure or a portion thereof, for the display and sale of merchandise and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. It includes, but not limited to:

- Department stores, Drug stores, Markets, Retail or Wholesale stores, Sales rooms.

Residential Group R, Section 310.1, FBC

Occupancy includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an institutional Group I or when not regulated by the Florida Building Code, Residential.

R-1: Residential occupancies containing sleeping units where the occupants are primarily transient in nature. (*Transient means: Occupancy of a dwelling unit or sleeping unit for not more than 30 days*)

- Boarding houses with more than 10 occupants, Hotels, Motels

R-2: Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature.

- Apartment houses, Dormitories, Fraternities and sororities, Hotels (non transient), Monasteries

R-3: Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4, or I including:

- Buildings that do not contain more than two dwelling units.
- Boarding houses (nontransient) with 16 or fewer occupants.
- Care facilities that provide accommodations for five or fewer persons receiving care.
- Congregate living facilities (nontransient) with 16 or fewer occupants.
- Congregate living facilities (transient) with 10 or fewer occupants.

R-4: Occupancy shall include buildings, structures or portions thereof for more than five but not more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care. The persons receiving are capable of self-preservation. This group shall include, but not be limited to:

- Alcohol and drug centers
- Assisted living facilities
- Group Homes
- Halfway houses
- Residential board and custodial care facilities
- Social rehabilitation facilities

STORAGE GROUP S, Section 311.1, FBC

Occupancy includes, among others, the use of a building or structure, or a portion thereof, for storage that is not classified as a hazardous occupancy.

MODERATE-HAZARD STORAGE GROUP S-1 buildings occupied for storage uses that are not classified as Group S-2. These include, but not limited to:

- Bamboos and Rattan, Baskets, Boots and shoes, Cardboard and cardboard boxes, Furniture, Grains

LOW-HAZARD STORAGE GROUP S-2 includes among others, building used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness division, or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs handles or film wrapping. These include, but not limited to:

- Asbestos, Cement in bags, Electrical coils, Electrical motors, Food products, Frozen foods
- *(the complete listing can be found on 2010 Florida Building Code Section 311.3)*

UTILITY AND MISCELLANEOUS GROUP U, Section 312.1, FBC

Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of the Florida Building Code commensurate with the fire and life hazard incidental to their occupancy. These include, but not limited to:

- Agricultural buildings, Barns, Carports, Green houses, Private garages

Final Test

Permits, Plans, Inspections, and Occupancy Classification Advanced Module Internet

1. State law requires asbestos abatement to be done by licensed contractors. However, an Owner of a residential building may perform the work of asbestos removal if the Owner:
 - A. Personally appears and fills out and signs a building permit application
 - B. Does not sell or lease the property within 1 year after the asbestos abatement is complete
 - C. Occupies the residential building
 - D. Performs the work in accordance with all local, state and federal laws and regulations
 - E. All of the above

2. Every permit issued shall become invalid unless the work authorized by such permit is commenced within _____ months after its issuance.
 - A. 4
 - B. 5
 - C. 6
 - D. 2

3. The building permit or copy shall be kept on the _____ until the completion of the project.
 - A. Contractor's place of business
 - B. Owner's place of residence
 - C. Job site
 - D. None of the above

4. Which chapter in the Florida Statutes is called the "Workers Compensation Law"
 - A. Chapter 448
 - B. Chapter 489
 - C. Chapter 471
 - D. Chapter 440

5. Construction documents requiring an engineer seal shall not be valid unless a professional engineer who possesses a valid certificate of registration has:
 - A. Signed the documents
 - B. Stamped the documents
 - C. Dated the documents
 - D. Signed, dated, and stamped the documents

6. The meaning of the word **Transient** as used in the occupancy Group R is:

- A. Occupancy of a dwelling unit or sleeping unit for not more than 30 days.
- B. Occupancy of a dwelling unit or sleeping unit for more than 30 days.
- C. New construction
- D. Partition

7. Any work that changes during construction and are not in compliance with the approved plans:

- A. Shall be notified to the inspector during inspection
- B. Shall be detailed on the plans and shown to the inspector during inspection
- C. Plans shall be resubmitted for review to the Building Department detailing the new changes
- D. None of the above

8. A permit issued shall expire in:

- A. 4 months
- B. 1 month
- C. 6 weeks
- D. 6 months

9. Work shall be considered to be in **ACTIVE** progress when the permit has received an approved inspection within _____

- A. 150 days
- B. 45 days
- C. 180 days
- D. 60 days

10. 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 official.

- A. True
- B. False

11. Personnel as authorized by *Section 633.521, Florida Statutes*, may design a fire sprinkler system of 49 or fewer heads.

- A. True
- B. False

12. As per Section 500.12, Florida Statutes, a food permit from the _____ is required of any person who operates a food establishment or retail store.

- A. Dept. of Business and Professional Regulation
- B. Dept. of Financial Services
- C. Dept. of Agriculture and Consumer Services
- D. Dept. of Food, Beverage, and Tobacco

13. Whenever permits are issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the building official, are hazardous or complex, the building official shall require that the Architect or Engineer who signed such affidavit or prepared the drawings or computations to:

- A. Supervise the work
- B. Comply to the permit
- C. provide copies of inspection reports as inspections are performed
- D. upon completion of work, file with the building official written affidavit that the work has been done in compliance to the reviewed plans and with the structural provisions of the technical codes.
- E. All of the above

14. The construction documents to be examined by the Building Official shall include as a minimum:

- A. A Floor Plan
- B. A Site Plan
- C. A Foundation Plan
- D. A Floor/Roof framing plan or truss layout
- E. All of the above

15. Once the construction documents are approved by the building official, one set shall be kept in the _____ and another to be kept on the _____ for inspections.

- A. County Clerk of Courts, Building Department
- B. Building Department, Project Site
- C. County Clerk of Courts, Project Site
- D. Building Department, Contractor's place of business

16. The licensee, certificate holder, or registrant may dispute material violation within

- A. 15 Days
- B. 30 Days
- C. 10 Days
- D. 45 Days

17. Who is responsible for notifying the building official that a work is ready for inspection?

- A. Architect
- B. Engineer
- C. Permit Holder
- D. Workers

18. Jails, Prisons, and Detention Centers fall under which occupancy group?

- A. Institutional; Group I-3
- B. Factory; F-1
- C. Business
- D. Storage; S-2

19. Restaurants and Nightclubs with an occupant load of more than 50 persons are classified as a Group B occupancy.

- A. True
- B. False

20. Roofing inspection shall at a minimum include the building components of Dry-in, Insulation, Roof coverings, and Flashing.

- A. True
- B. False

ANSWER KEY – PERMITS, PLANS, INSPECTIONS, AND OCCUPANCY CLASSIFICATION ADVANCED MODULE

- | | |
|-------|-------|
| 1. E | 17. C |
| 2. C | 18. A |
| 3. C | 19. B |
| 4. D | 20. A |
| 5. D | |
| 6. A | |
| 7. C | |
| 8. D | |
| 9. C | |
| 10. A | |
| 11. A | |
| 12. C | |
| 13. E | |
| 14. E | |
| 15. B | |
| 16. B | |