FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS

BUILDING CODE INFORMATION SYSTEM

SURCHARGE COMPONENT

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OVERVIEW

The Building Code Information System (BCIS) supports the building code information and training needs of construction professionals in the state of Florida and across the country. At www.floridabuilding.org, a user has been able to purchase copies of the Florida Building Code, submit local amendments, obtain accessibility waivers, etc. Now, local government surcharges can be collected and submitted via BCIS. The Department of Community Affairs (DCA) is replacing the current manual process of mailing letters and collecting checks for these surcharges with electronic procedures. Below are detailed instructions for those using this new online process.

STEP 1. LOG IN

The BCIS website provides access to both public and secured electronic information associated with the Florida Building Code.

If you are a current user:

1. In your Internet browser (Internet Explorer, Netscape, etc.), enter www.floridabuilding.org in the address bar at the top of the screen.

2. Click "Log In" on the top right side of the window, in the blue "Support" box.

3. Enter the User Name and Password sent to you in the letter from the state; then click the Login button. (Note: Do not create your own User Name and Password and access Surcharges Online as the permissions for access are set by the Contact Person using the login/password in your letter from the state. If you have any questions or for technical support, call Verda La Rue at (850) 922-0359 or Jim Hammers (850) 922-5956.

4. ***Important*** - As soon as you log in, you must update your email address in the system so that future notifications about Surcharges can be sent to you via email.

   > 4.1 To update email, click on "Registration" under (Logout) in the blue Support box (after logging in). Click on the first "User Registration" link. The user registration fields are displayed. Please fill in all information, i.e., name, address, and most importantly, your current email address.

5. After your email is updated, if you forget your password while attempting to log in, enter your user name and click on the "Forgot Password" button. A window should open with the message, "Your email has been sent successfully,"

indicating that your password has been emailed to you. Close the window and check your email for your password.

6. Check the blue support box. When the button displays "Log In" click it to log in to the system. It displays "Log Out" to indicate you are currently logged in.

If you are the organization contact person:

Each municipality has been pre-registered at www.floridabuilding.org to log in as a surcharge user. No other login is possible to access this page. If you do not know your login or password, please call Verda La Rue at DCA (850) 922-0359.

STEP 2. OPEN SURCHARGES COMPONENT

To open the new Surcharges component:

1. At www.floridabuilding.org web site, click on the Surcharges icon on the left side of the screen. Click on the link "Enter Surcharges".

2. If a Site Login window appears, enter your user name and password, then click the Login button.

3. If you forgot your password, enter your user name and you have previously updated your email address in the system, click on the Forgot Password button. A window should open with the message, "Your email has been sent successfully," indicating that your password has been emailed to you. Close the window, check your email for your password, and repeat 1 and 2 above. If you have not updated your email address, contact Verda La Rue at (850) 922-0359.

STEP 3. VIEWING SURCHARGE REPORTS

After successfully logging in, you will be taken to the Inbox tab. This displays Current and Overdue surcharges, as well as a History of payments. Each section is described in detail below.

CURRENT SECTION

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Current Quarterly Building Surcharge Reports are listed in this section. These are the surcharges currently due to DCA. Each payment that is currently due is listed with its Fiscal Year, Quarter, Status, and Date Due.

To view a current report:

1. Click on the report desired to view the Quarterly Building Surcharge Report for the quarter/fiscal year selected. **(Note: Current reports can also be updated from this screen. For instructions on completing reports, see Step 4 below.)**

OVERDUE SECTION

Any overdue Quarterly Building Surcharge Reports are listed in this section and indicated in red text. Each report is listed with its Fiscal Year, Quarter, Status, and Date Notified (that it was overdue).

To view an overdue report:

1. Click on the report desired to view the Quarterly Building Surcharge Report for the quarter/fiscal year selected. **(Note: Overdue reports for which payment has not yet been submitted can also be updated from this screen. For instructions on completing reports, see Step 4 below.)**

HISTORY SECTION

Previously paid Quarterly Building Surcharge Reports are listed in this section. Each report is listed with its Fiscal Year, Quarter, and Date Paid.

1. Click on the report desired to view the Quarterly Building Surcharge Report for the quarter/fiscal year selected. **(Note: Paid reports can only be viewed, not updated.)**

STEP 4: PAYING CURRENT SURCHARGES

To pay the surcharges due this quarter:

1. Click on Current Surcharges from the Inbox OR select "New" from the menu at the top of the page. Either method creates a new Quarterly Building Surcharge Report. This form is described in detail below.

2. Section I. Report for Quarter Ending

a. From the dropdown list, select the quarter and fiscal year of the quarterly report/payment that is now due.

b. Next, the Full Name of the County or Municipal Office Issuing the Building Permits is listed and cannot be changed by the user; it is automatically inserted based on the your login information. Likewise, the Street Address, City, and Zip are also automatically listed by the system and cannot be updated here. (This information can be updated with the user's registration information at the BCIS Home Page.)

c. Windborne-Debris Region. Check box if applicable.

3. Section II. Building Reports Subject to the Surcharge

a. No Permits Issued. Check box if there are no surcharges to submit this quarter. Click Submit button. A pop-up window will appear with the statement, "I hereby certify that the information entered is true and correct to the best of my knowledge and belief." Checking the box is your electronic signature on the report. The report is saved and electronically sent to DCA.

b. Number of Permits for New Construction. Type in the number of Commercial and Residential permits issued. The system totals this information for you.

c. Number of Permits for Additions, Alterations, & Renovations. (Only include alterations and renovations that produce a change in total occupancy classifications or increase the conditioned space.) Type in the number of Commercial and Residential permits issued. Again, the system totals this for you, as well as totals all the permits issued.

4. Section III. Area in Square Feet Subject to Surcharge

a. Prior Quarter Adjustment for Square Footage. Complete this only if you need to adjust the square footage amount for a previous quarter for which you have already submitted a report. Select Quarter to Adjust from the dropdown list. Click the Adjust button.

i. A new screen opens to enter adjustments to the square footage for the quarter/fiscal year selected. Enter your changes. Click the Save button to save these figures to the report on which you were working; click Cancel to return to the report on which you were working without saving any changes.

    b. <u>Current Area in Square Feet for New Construction</u>. Type in the area in square footage for new Commercial and Residential construction. The system totals this for you.

    c. <u>Current Area in Square Feet for Additions, Alterations, & Renovations</u>. (Only include alterations and renovations that produce a change in total occupancy classifications or increase the conditioned space.) Type in the area in square footage for Commercial and Residential alterations/renovations. Again, the system totals this for you.

    d. <u>Total Area Including Adjustments</u>. The system totals this for you.

5. <u>Section IV. Calculation of the Surcharge Due</u>. The system calculates these figures for you.

Payment Options:

Once you have completed the information requested, you must click on one of the four buttons at the bottom of the Surcharge Report.

1. Click the "Pay By Electronic Check" button to pay electronically. A pop-up window will appear with the statement, "I hereby certify that the information entered is true and correct to the best of my knowledge and belief." Checking the box next to your name assigns your electronic signature to the report. A new popup will appear in which you can enter your electronic check information. Once payment is processed, a receipt will appear. Print it for your records.

2. Click the "Pay by Mailed Check" button to mail in your payment by check. A pop-up window will appear with the statement, "I hereby certify that the information entered is true and correct to the best of my knowledge and belief." Checking the box next to your name assigns your electronic signature to the report. A new window appears with the message, "Please print this form and mail it with a check for the required amount," and the mailing address is given. Click "Print" to print a copy of the form, then click "Close Window" to exit.

3. Click the "Save in Progress" button to save the information you have completed on the report, without submitting it. You may return to this report at a future date. Once the report has been saved, you will receive a message, "Your Surcharge data has been successfully saved. Please click here to continue." Saved reports can be viewed under the Surcharges in Progress tab.

4. Click the "Cancel" button to return to the Inbox. None of your changes will be saved.

STEP 5: UPDATING SURCHARGES IN PROGRESS

To view reports that you have saved without submitting, click on the report in the Inbox OR click on the Surcharges in Progress tab and then click on the report. Update the information as desired. **(Note: For instructions on completing reports, see Step 4 above.)**

STEP 6. SEARCHING FOR REPORTS

You can also search for a Surcharge Report by clicking on "Search" in the menu at the top of the screen. You may search by Fiscal Year and Quarter and/or by Status, by making the appropriate selections in the dropdown lists.

STEP 7. GETTING HELP

If at any time you need additional help, click on "Need Help?" at the top right of any screen.