I. PURPOSE & INTENT

The purpose of this Program is to administer Building/Life Safety Code Compliance for the University of South Florida System (USF System). The regulated practice of building/life safety code compliance is necessary, in the interest of public health and safety, and will be accomplished through ensuring compliance with all applicable codes and standards.

II. STATEMENT OF POLICY

Florida law and regulations require that all new buildings constructed and all modifications to existing buildings (including the exterior areas) be reviewed and inspected for compliance with applicable codes and standards. All USF System entities conducting building/construction, repairs, demolition, or modifications to of new and/or existing buildings must:

1. Submit construction documents (drawings and/or specifications) to the USF Building Code Administrator, located in the Division of Facilities Management at the USF Tampa Campus (“USF Building Code Administrator”) for review and approval prior to the start of any construction activity;

2. Obtain a building permit for construction from the USF Building Code Administrator, as applicable; and,

3. Coordinate and obtain proper required inspection(s) from the USF Building Code Administrator during and after completion to obtain certification for occupancy, re-occupancy, or completion.
A. Administrative Responsibility

The USF Building Code Administrator is responsible for the administration of this Program.


B. Authority

Building/Life Safety Code Administration by institutions of the SUS is required by Florida Statutes Sections 1013.371 and 1013.38, regulated by Florida Statutes Chapter 553 Part IV, and delegated by Board of Governors Regulation 14.020(2).

C. Fees

Any USF System Department/Division providing and/or coordinating construction/maintenance services for either itself or another USF System entity is required to contact the USF Building Code Administrator to ascertain if a building permit is required. If required, the USF System Department/Division providing and/or coordinating those services will obtain a building permit through the Office of Facilities Planning and Construction Division of Facilities Management Building Code Administration Program at the USF Tampa Campus and pay a permitting fee, as applicable, per the schedule provided in the BCA Policy and Procedures Manual.

D. Violations

Per Florida Building Code, the USF Building Code Administrator is authorized to issue a stop work order in the event it is determined that any work regulated by the Florida Building Code/Florida Fire Prevention Code is being performed in a manner either contrary to the provisions of the code, include not obtaining a permit prior to the start of any construction activity, or deemed to be dangerous or unsafe. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, may be subject to additional fees as allowed by Florida Building Code.
Any USF System faculty, staff or volunteer who fails to follow the provisions of this policy or the USF System Building Code Administration Program Policy & and Procedures manual may be subject to disciplinary actions as allowed under the applicable Human Resources policies and procedures.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.