

**SFM PLANS REVIEW -- FEES, PROCEDURES & REQUIREMENTS**

**BCA DIRECTIVE -- 01**

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**A. PURPOSE:**  
This BCA Directive clarifies USF BCA program process for managing the State Fire Marshal (SFM) plans review and request for SFM site inspections.

**B. ROLE OF BCA:**  
ALL SUBMISSIONS FOR **PLANS REVIEW** AND REQUEST FOR **SITE INSPECTIONS** SHALL BE PROCESSED THROUGH THE **USF BUILDING CODE ADMINISTRATOR (BCA)**. PLANS REVIEW SUBMISSIONS TO REQUIRED **FIRE CODE OFFICIAL (FCO)** WILL REQUIRE **2 (TWO)** COMPLETE SETS (IF HARD COPIES OR **1 (ONE)** DIGITAL COPY ONLY) OF PLANS AND SPECIFICATIONS (SIGNED & SEALED). ONE COMPLETE SET OF PLANS & SPECIFICATIONS WILL BE RETURNED TO THE CONTRACTOR (STAMPED APPROVED FOR CONSTRUCTION).

- ALL **FCO REQUIRED SUBMISSIONS SHALL BE SUBMITTED TO USF BCA** FOR COORDINATION AND FORWARDING TO APPROPRIATE FIRE CODE OFFICIAL.
- ALL **FCO FEES SHALL BE PAID TO USF BCA.**
- THE ARCHITECT/ENGINEER SHALL COMPLETE AND ATTACH THE FORM **BCA-02 PLANS REVIEW – REQUEST TO BCA TO THE PERMIT READY SETS.**
- THE CONTRACTOR SHALL COMPLETE AND SUBMIT TO BCA THE FORM **BCA-05 INSPECTION REQUEST--BCA** TO SCHEDULE ALL CONSTRUCTION PROGRESS INSPECTIONS, INCLUDING THE **FIRE CODE SITE INSPECTIONS**. THE USF BCA SHALL MAKE A FORMAL **REQUEST FOR SITE INSPECTION TO FCO** ON BEHALF OF THE CONTRACTOR.

**C. STATE OWNED BUILDINGS:**  
The plans for all construction of any new state owned or state lease building and renovation or alteration of any existing state owned or state leased building are subject to review and approval of the Division of State Fire Marshal for compliance with the Uniform Fire Safety Standards prior to commencement of construction or change of occupancy. The Division of State Fire Marshal may inspect state owned and state leased spaces as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire safety standards as per Florida Statutes 633.085 and 69A-52, Florida Administrative Code.

69A-3.009 (12), FAC, defines a state owned building as:

- a. "State-owned building," as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.
- b. "State-owned building" does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

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**D. DESIGN CRITERIA: Florida Fire Prevention Code published by the State Fire Marshal's office.**

The Life Safety portion of the plans shall be designed in accordance with the National Fire Protection Association (NFPA) 101, Life Safety Code; NFPA 1, Fire Prevention Code; and adopted NFPA Standards. See Florida Administrative Code 69A-3.012 for the adopted edition of NFPA 101 & 1 and a list of adopted NFPA Standards.

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**E. PLANS REVIEW FEES:**

The fee for plans review is determined by multiplying the estimated construction/ renovation cost of the building, by the constant 0.0025. The minimum fee is \$100.00. This does not include the cost of the land, site improvements, civil work or furniture & equipment.

Example: \$1,000,000.00 Construction Cost x .0025 = 2,500.00 Fee

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**F. METHOD OF PAYMENT**

After plans are received an invoice will be prepared and sent at which time payment can be made by personal check, money order, **credit card** or, if a state agency is paying, a Samas – Journal Transfer. Please make check or money order payable to the Department of Financial Services. Fill in the memo portion with “SFM Plans Review fee” and return payment with invoice.

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**G. WHAT TO SUBMIT**

Plans and specifications are required to be signed and sealed in accordance with Florida Statute.

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