Building Plans Review & Permitting **Checklist**

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| **✓** | **First Step Meeting** | | | Date completed: |  |
|  |  | **USF PM** | Schedule a **First Step Meeting** with the **BCA** to determine the overall plans review and permitting strategy. Provide following: | |  |
|  |  |  | **Major Projects:** Prior to ASD or DD phase, provide all available information to **BCA** for review. | |  |
|  |  |  | **Major Projects:** Completed **Form 1, Design Documents Review Request** for each Design Phase submittal. | |  |
|  |  |  | **Minor Projects:** Prior to start of the design phase, provide all available information to **BCA** for review. | |  |
|  |  |  | **Minor Projects:** Complete **Form 2**, **Permit Ready Plans Review Request** for short duration & limited scope of work. | |  |
|  |  |  | Note: All **minor projects** are evaluated for **Expedited** Review option. | |  |
|  |  |  | Note: **Fast Tracked** projects (Major & Minor): for Early Bid Packages may be evaluated for Expedited Review option. | |  |
|  |  |  | Note: **Fast Tracked** projects: Subsequent bid packages to follow **Routine** Review process. | |  |
|  |  | **BCA** | Assign a **BCA Tracking Number** for all projects; to be used for the life of the project (Building Permit No. is assigned at Permit issue). | |  |
|  |  |  | **Major projects**: evaluate the project requirement for **Routine** Building Plans Review & Permitting. | |  |
|  |  |  | **Minor projects**: evaluate the project eligibility for **Expedited** Building Plans Review & Permitting. | |  |
| **E** | **Expedited Building Plans Review & Permit Process** (when **approved**, **skip** to **Form 2** and continue) | | | Date completed: |  |
|  |  | **BCA** | Approve expedited review process for eligible Minor Project; direct **USF PM** in development Permit Ready Plans. | |  |
|  |  | **USF PM** | Follow process with **Form 2**, **Permit Ready Plans Review** **Request** along with Permit Ready Plans (skip all other design phases). | |  |
|  |  | **BCA** | Approve and permit the Permit Ready Plans for demo/infrastructure or other eligible construction activity. | |  |
|  |  |  | Coordinate USF **F**ire **C**ode **O**fficial (**FCO**) review of Permit Ready Plans. | |  |
|  |  | **USF PM** | Continue Plans Review & Permitting Process with **Form 1**, **Design Documents Review Request** for remainder of Design Phase. | |  |
| **R** | **Routine Building Plans Review & Permitting Process** | | | Date completed: |  |
|  |  | **USF PM** | Follow process for projects that are neither advisable nor eligible for Expedited Plans Review & permitting. | |  |
|  |  |  | Complete **Form 1**, **Design Documents Review Request** for each Design Phase submittal (including Permit Ready Plans). | |  |
|  |  |  | Provide **BCA** with 1 set of initial submission of Permit Ready Plans (up to 95% CD) for final **BCA**/**QM** review comments | |  |
|  |  |  | Ensure **BCA** comments are incorporated to into 100% CD. | |  |
|  |  |  | Deliver 3 sets of signed & sealed 100% CD to **BCA** | |  |
| **1** | **Design Documents Review – Request** | | | Date completed: |  |
|  |  | **A/E** | Initiate submission of design phase submittals by **A/E** of Record. Ensure **A/E** completes **Form 1** and **Form 1a**. | |  |
| **1a** | **Design Documents Review – Project Directory** | | | Date completed: |  |
|  |  | **A/E** | Complete and attach to **Form 1, Design Document Review – Request** and submit to **BCA**. | |  |
| **1**b | **Design Documents Review – Log** | | | Date completed: |  |
|  |  | **BCA** | **BCA Plans Examiner** distributes documents for **BCA**/**QM** review, consolidates all comments, and forwards to **BCA**. | |  |
|  |  |  | **Minor Projects:** documents and reviews may be transmitted electronically. **BCA** to record on **Form 1c, Design Document Review**. | |  |
|  |  |  | USF **Plans Reviewers** granted access to the BCA Plans Roomreview setandlog in on the **Form 1b, Design Document Review- Log**. | |  |
|  |  |  | For electronic reviews, BCA Plans Examiner records review participation on **Form 1b**. | |  |
| **1**c | **Design Documents Review – Code Letter** | | | Date completed: |  |
|  |  | **BCA** | **BCA** provides Code Compliance statements to A/E using **Form 1c, Design Document Review**. | |  |
|  |  | **USF PM** | Follow process with **Form 2**, **Permit Ready Plans review- Request to BCA** | |  |
| **1**d | **Design Documents Review - Comment Form** | | | Date completed: |  |
|  |  | **BCA** | **BCA Plans Examiner** consolidates all comments. Plans Reviewers utilize **Form 1d, Design Document Review Comment Form.** | |  |
| **2** | **Permit Ready Plans Review – Request to BCA** (when **expedited** process is **approved**, **begin here**) | | | Date completed: |  |
|  |  | **USF PM** | Ensure all USF **BCA**/**QM** review comments are addressed in writing and/or incorporated into 100% CD. | |  |
|  |  |  | Ensure **A/E** submits sign and sealed 100% CD (Permit Ready Set) to **BCA** using **Form 2, Permit Ready Plans Review - Request**. | |  |
|  |  | **BCA** | Coordinate **FCO**’s Permit Ready Plans Review. | |  |

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| **3** | **Building Permit Application** | | | Date completed: |  |
|  |  | **USF PM** | **Routine** review/permitting: Notify **Contractor** of **Approval to Proceed** with construction IAW the Agreement. | |  |
|  |  |  | **Expedited** review/permitting: Confirm with **BCA** concurrent Building Permit application with **Form 2. Permit Ready Plans Review.** | |  |
|  |  | **Contractor** | Complete and attach to completed **Form 3a, Building Permit Application- Construction Directory** and submit to **BCA**. | |  |
| **3a** | **Building Permit Application – Construction Directory** | | | Date completed: |  |
|  |  | **Contractor** | Complete and attach to completed **Form 3, Building Permit Application** and submit to **BCA**. | |  |
| **3b** | **Building Permit Application – Statement of Fees** | | | Date completed: |  |
|  |  | **USF PM** | **Major Projects:** ensure budget is available for authorize internal funds transfer. the permit fees are paid as an Owner expense. | |  |
|  |  |  | **Minor Projects:** ensure approved POs’ include **Contractor** cost line item for permit fees and fee payments are made. | |  |
|  |  | **BCA** | Process permit fees | |  |
| **4** | **Building Permit** or (if used) **Form 4A, Demolition Permit** | | | Date completed: |  |
|  |  | **BCA** | Issued to **Contractor** by **BCA** (Building Permit printed on **Green Card**). | |  |
|  |  | **Contractor** | No work shall start without an appropriate permit displayed at the construction site. | |  |
| **5** | **Inspection Request & Report Form** | | | Date completed: |  |
|  |  | **Contractor** | Complete and submit to **BCA**, the **Form 5, Inspection Request & Report Form** (**IRR**). | |  |
|  |  |  | Assign a project **IRR No**. (non-repeating sequential numbering) for each inspection request to each new inspection request. | |  |
|  |  |  | Attach to initial inspection request a Construction Milestones Schedule with anticipated inspection dates. | |  |
|  |  | **BCA** | Each **IRR** may be used for up to 3 repeat inspections until “Passed”. Re-inspection fee may apply when 3rd attempt does not Pass. | |  |
|  |  |  | Note: all **IRR**’s will be digitized (scanned) and archived. | |  |
| **6** | **Violation Notice** | | | Date completed: |  |
|  |  | **BCA** | Issue **Form 6, Violation Notice** (printed on **Red Card**) to **Contractor** when required. Note proper Disposition when violation is corrected. | |  |
|  |  | **USF PM** | Monitor violation corrective work by **A/E** and **Contractor**, ensure the proper disposition of the violation notice. | |  |
| **7** | **Certificate of Occupancy - Request** | | | Date completed: |  |
|  |  | **USF PM** | Review with **U**ser **G**roup (**UG**), **Contractor** and **BCA** to determine the desired and probable occupancy date. | |  |
|  |  |  | Determine project requirement for Temporary or Final Occupancy desired for r the project. | |  |
|  |  |  | Schedule the **S**ubstantial **C**ompletion (**SC**) inspection to determine project readiness for Occupancy (partial or full). | |  |
|  |  |  | Initiate **Form 7, Request for Occupancy** for completion and submission by **Contractor.** | |  |
|  |  | **BCA** | Coordinate **FCO** inspections. | |  |
| **7a** | **Certificate of Occupancy – List of Spaces** | | | Date completed: |  |
|  |  | **USF PM** | ensure **A/E** completes this list of desired occupiable spaces; and attach to **Form 7, Request for Occupancy**. | |  |
| **7b** | **Certificate of Occupancy** | | | Date completed: |  |
|  |  | **BCA** | At SC Inspection, upon **BCA** & **FCO** approval, issue **Form 7b, Certificate of Occupancy**, either partial, **T**emporary **C**ertificate of **C**ompletion (**TCC**) or final **C**ertificate of **C**ompletion (**CC**). | |  |
| **8** | **Certificate of Completion - Request** | | | Date completed: |  |
|  |  | **USF PM** | Schedule the Punchlist Completion Verification (or Final) Inspection to determine project readiness for Final Completion. | |  |
|  |  |  | Verify completion and correction of all deficiencies noted by **BCA** and **FCO**. | |  |
|  |  |  | Initiate **Form 8, Request for Final Completion** for completion and submission by **Contractor.** | |  |
| **8a** | **Certificate of Completion** | | | Date completed: |  |
|  |  | **BCA** | At Final Completion Inspection, in coordination of the **FCO** approval, issue **Form 8a, Certificate of Completion**, either partial, **T**emporary **C**ertificate of **C**ompletion (**TCC**) or final **C**ertificate of **C**ompletion (**CC**). | |  |
|  |  |  | All **BCA** and **FCO** deficiencies must be corrected in order to achieve Final Completion. | |  |
|  |  |  | Note: when warranted **BCA** & **FCO** may defer minor deficiencies to be transferred to warranty list, in order to close the Permit. | |  |
| **9** | **Archiving Record / Permitted Plans** | | | Date completed: |  |
|  |  | **BCA** | **BCA Plans Examiner:** ensure all plans and specs (for al design phase submittal) are digitized and archived. | |  |
|  |  |  | **BCA Plans Examiner:** ensure all **F**lorida **B**uilding **C**ode (**FBC**) required submittals, inspection &testing and reports are digitized and archived. | |  |

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| **10** | **USF PM Checklist** | | Date completed: |  |
|  |  | **Design Phase** | |  |
|  |  | A letter of Code Compliance with comments shall be returned to **USF PM** upon completion of the **BCA/QM** document review process. | |  |
|  |  | Fill out Permit Application and submit 2 sets of Signed and Sealed Construction Documents with letter of Code Compliance. Submission of the Project for **F**ire *C*ode **O**fficial (**FCO**) review shall be handled through the Building Code Administrators office. One stamped set will become the **BCA** record set; and one stamped set will be returned to the **Contractor** to be maintained as the job site contractor set with the Permit. | |  |
|  |  | A formal response From Design Team with specifics as to how the USF comments were addressed. | |  |
|  |  | Check for Permit fee. See Fee schedule. | |  |
|  |  | Sub-Contractors list including license #’s. | |  |
|  |  | SWFWMD approval or letter of Exemption from Engineer of record. | |  |
|  |  | Water - Hillsborough County (or other county if applicable) Health Department permit or letter of exemption from Engineer of Record. | |  |
|  |  | Sanitary - Hillsborough County (or other county if applicable) EPC permit or letter of exemption from Engineer of Record. | |  |
|  |  | Fuel Tanks Permit from EPC. | |  |
|  |  | FEMA Flood plain or letter of exemption from Engineer of Record. | |  |
|  |  | Structural inspection plan for **Threshold** buildings. | |  |
|  |  | **Construction Phase** | |  |
|  |  | All changes in the record drawings, i.e.: change orders, room configurations, & addition or deletion to scope shall be submitted for review. | |  |
|  |  | Inspections of the construction progress by Building Inspectors and other **USF-FM** staff (Utilities Engineers, USF Sustainability Manager, **USF PM**, et. al.) during all phases shall be coordinated with the **BCA**. | |  |
|  |  | All shop drawings for Sprinkler System and Fire Alarms shall be submitted after review by design team to BCA for review and coordination with the **FCO**. | |  |
|  |  | A 50% **FCO** inspection shall be requested through the **BCA**. This will consist of All sprinkler piping before being hidden from view by ceiling installation, burial of joints, etc. A hydrostatic pressure test shall be performed during the inspection. | |  |
|  |  | **Roads or Sidewalk Closures** | |  |
|  |  | Notification of road closures, and / or Sidewalks, even temporary, shall be well in advance of the need to close, but should not be less than one week. **USF PM** shall coordinate with: University Police, **USF-FM** and other entities within the organization that may be affected by the closing. | |  |
|  |  | **DOT** standards for the closure of lanes. Lighted barricades, Flagmen, signage in advance of the closure, etc. | |  |
|  |  | Lighted barricades to block sidewalks as needed to adequately warn pedestrians at night that the sidewalk is closed. Arrows and temporary walks as needed. | |  |
|  |  | Attention to Accessible routes and the temporary routes to meet ADA access. | |  |
|  |  | **Permit Ready Plans must show** | |  |
|  |  | Room names & numbering within project context area | |  |
|  |  | Indicate accessible routes at entire floor and ground floor. | |  |
|  |  | Indicate all rated assemblies. | |  |
|  |  | Indicate type of construction as defined by BCA | |  |
|  |  | **IT/CT (Information Technology/Classroom Technology)** | |  |
|  |  | Gap between **USF IT** and **C**lassroom **T**echnologies (**CT**) – both groups working to bridge gap and provide one single point of contact for coordination between the two entities. | |  |
|  |  | Example of a coordination issue – location of screens within classrooms. | |  |
|  |  | **USF** **IT**/**CT** requested the following furniture requirements be implemented: Specify furniture with pathways; Specify modesty panels. | |  |
|  |  | For PMs upgrading any space – any renovation of interior space, regardless of scale shall take into consideration and budget for IT Upgrades. | |  |
|  |  | Request Cable Plan Drawing in review set | |  |
|  |  | Mandatory presence of **IT** and **CT** at Electrical Pre-construction meeting – All submittals shall be submitted by the Contractor and reviewed by the Design Team and the USF Design Professionals prior to the preconstruction meeting. | |  |
|  |  | **IT** and **CT** to be involved at the 50% Design Development Process OR earlier. | |  |
|  |  | **Construction Site Safety** | |  |
|  |  | OSHA and State safety regulations to be observed at all times. | |  |
|  |  | Proper uniform shall be worn by all personnel. Shirts shall be worn at all times. | |  |
|  |  | The Contractor shall designate a safety officer for the project. This may be the superintendent. | |  |
|  |  | An emergency contact phone number list will be issued to **USF-FM** prior to start of construction and updated as needed. Emergency contact information on display on the construction fences. | |  |
|  |  | Students, faculty or staff are not allowed within the construction limits without prior authorization from **USF-FM**. | |  |
|  |  | Construction fencing is to be maintained in good condition for the duration of the project and gates secured when site is not occupied. Keys for the gates are to be provided to **USF-FM**. | |  |
|  |  | Placement of pumps, lifts, cranes or other construction equipment outside of the limits of construction shall be reviewed, approved and coordinated with **USF-PM** prior to implementation. | |  |
|  |  | Site is to be maintained in a clean condition for the duration of the project. | |  |
|  |  | **Construction Administration** | |  |
|  |  | A site utilization plan is to be provided for review and approval by **USF-FM**. | |  |
|  |  | Tree removal/pruning shall be verified by **USF-FM** prior to this activity. | |  |
|  |  | Contractor is responsible to verify the location and status of all existing utilities associated with the project. All utility shut downs are to be coordinated with **USF-FM**. A written 48 hour advance notice is the minimum, however some activities may require 14 days prior notice. | |  |
|  |  | Contractor shall not open/close any valves, switches etc. for any utilities. This will be done by **USF FM-OPS**. | |  |
|  |  | **USF Construction Policies** | |  |
|  |  | **USF** has a zero tolerance harassment policy, physical or verbal, towards students, faculty or staff. Any gesturing, cat calls, etc will result in immediate and permanent removal from the project. | |  |
|  |  | Construction personnel activity is limited to the construction site. Use of **USF** campus grounds, buildings, toilet facilities etc. is not authorized. | |  |
|  |  | Construction personnel shall park within the project site or USF Parking Services designated parking lot(s) with approved parking permit. **USF-FM** has no jurisdiction for parking and cannot negate parking citations if issued. | |  |
|  |  | It is recommended that a pencil copy (draft) of the monthly pay application be reviewed by the **A/E**, the Contractor and **USF PM** prior to submission of the final copy to the Architect/Engineer. | |  |
|  |  | The construction schedule is to be reviewed and updated in conjunction with the monthly pay application. As built and coordination drawings are to be reviewed as part of this process. | |  |
|  |  | No work shall begin or be performed on site by any Sub-Contractor without the Contractors approved representative present. | |  |
|  |  | A copy of all approved shop drawings, samples, product data, etc. shall be kept on site for review. | |  |
|  |  | 48 hour notice for inspection is required. You must submit an inspection request to our office. | |  |

**BCA Answers to FAQ’s**

1. 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**. **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.
2. 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.
3. 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.
4. The **F**lorida **B**uilding **C**ode (**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 began without the submittal of AN application for permit and approval of the **BCA** to start the Work.
5. The **BCA** will determine, based on scope of Work, weather further review is required by the **FCO**. Full permit cannot be issued without **FCO** approval when required. Any Work commencing prior to **BCA**/**FCO** approval is at risk of being denied a permit or additional corrective work levied.
6. Under the Code, the **BCA** may levy a fine of double the application fee when Work is started without prior approval of the **BCA**.

**File:** BCA-Form 00 Building Plans Review & Permit Checklist.docx