

DCPS CODE ENFORCEMENT STANDARD OPERATING PROCEDURES¹

(This document and other DCPS Code Enforcement documents can be obtained by clicking on “Code Enforcement” in the Duval County Public Schools’ Departments Directory at www.duvalschools.org)



REVIEW → PERMIT → INSPECT

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¹ Revisions made 06/05/2023 to incorporate electronic submissions, revised website, etc.

PART A – PLANS REVIEW FOR PERMIT:

1. The Building Official or Designee shall not only examine each application for permit, but shall review documents consisting of drawings, specifications, calculations, etc. for compliance with the requirements of the technical codes and other pertinent laws or ordinances. (FBC 107.3)
2. **PLAN REVIEW (ARCHITECT/ENGINEER DRAWINGS) – PRIOR TO CONTRACTOR PERMIT APPLICATION:** DCPS projects designed by a registered Architect or Engineer contracted by the DCPS Facilities, Maintenance or Technology departments are submitted for review **before** the contractor is ready to apply for permit. *Electronic submission of digitally signed and sealed documents complying with Florida Statutes Chapters 471 and 481 is acceptable.* If hard copy submission is made, two (2) copies are required. One set of hard copy documents will be retained for pick up by the Prime Permit applicant at time of permit issue. (FBC 107.3.1)
3. It is the contractor’s responsibility to obtain and maintain a current, approved set of permit documents at the project site, *either electronic or hard copies.* See page 9 for procedures related to Project Revisions. (FBC 107.3.1)
4. Detailed requirements for construction documents are included in the **DCPS Code Enforcement Plan Submittal Guidelines** which is provided separately upon request or by clicking on “Code Enforcement” in the DCPS Departments Directory at www.duvalschools.org. The minimum plan review criteria for buildings are also specified in Section 107.3.5 of the Florida Building Code. (FBC 105 & 107)
5. Construction documents prepared by a registered Architect or Engineer (A/E) **shall** be signed and sealed. (FBC 107.1; Chapters 471 & 481, F.S.)
6. **CONSTRUCTION DOCUMENTS PREPARED BY LICENSED CONTRACTORS:** Contractor prepared drawings, as allowed by code and statutes (See page 8) shall include the following information.
 - a. School name and number
 - b. DCPS Project Manager
 - c. Current Code Edition
 - d. Company name and address
 - e. Contractor’s license number
 - f. The date.
 - g. See page 4 for additional requirements
7. A completed **CODE ENFORCEMENT PLAN REVIEW TRANSMITTAL** form shall be submitted with **all documents** submitted for review. A copy of this form is available on the DCPS website by clicking on “Code Enforcement” in the DCPS Departments Directory at www.duvalschools.org. *Click on the, “Procedural Documents and Forms,” section.*
8. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents **SHALL BE RE-SUBMITTED FOR APPROVAL AS AN AMENDED SET OF CONSTRUCTION DOCUMENTS.** See page 9 for procedures related to RFIs & ASIs. (FBC 107.4)
9. After **180 CALENDAR DAYS** with no action or submission of a permit application, the Code Enforcement Plans Review acceptance shall **EXPIRE.** (FBC 105.3.2)

PART B – CONTRACTOR REGISTRATION, APPLICATIONS & PERMITS:

1. The permit application form can be downloaded from the “Code Enforcement” department page on the DCPS website (www.duvalschools.org). *Click on the, “Procedural Documents and Forms,” section.* Or contact the Building Permit Technician, Ms. Wendy Helms at (904) 390-2165 or by e-mail at helmsg@duvalschools.org.
2. Subcontractors shall also apply for separate associated permits with the DCPS Code Enforcement office. **It is the Prime Permit holder’s responsibility to provide this SOP to their subcontractors and to guide them in the permit application process.**
3. Permit applications shall be *e-mailed to the Building Permit Technician, Ms. Wendy Helms at helmsg@duvalschools.org. Email submission is preferred.* If not possible, permit applications may also be delivered to the DCPS Building Code Enforcement office at 1701 Prudential Drive, Room 513.
4. As provided by Florida Statute 553.792, the permit application will be reviewed for compliance with our filing requirements. If the application is found to be in non-compliance, then within 10 days of submittal you will be advised by our office on deficiencies to be corrected.
5. The following is a list of DCPS Permits required based on Chapter 489, F.S.

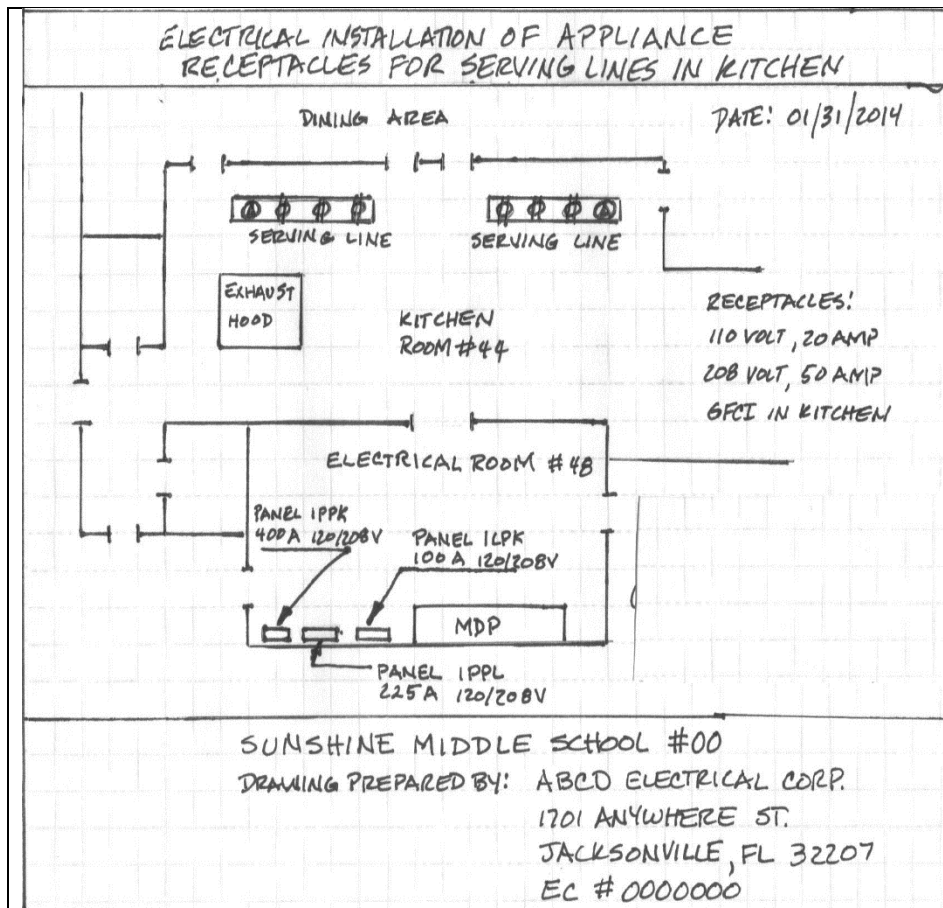
	Type Permit	Contractor License (Chapters 489 or 633, F.S.)
B	Building (includes portables)	General, Building
M	Mechanical	Class A or Class B air-conditioning, Mechanical
E	Electrical	Electrical, also Technology/Security/Intercom
ES	Electrical Specialty	Electrical Specialty
P	Plumbing	Plumbing
FS	Fire Protection (Sprinkler)	Sprinkler Systems: Fire Protection Contractors (Ch. 633, FS)
FA	Fire Protection (Alarm)	Fire Alarms: Electrical or Alarm System I Contractor
G	Gas	Gas
R	Roofing	Roofing
S	Site Work or Paving	General, Building
U	Underground Utilities	Underground Utility & Excavation Contractor or Plumbing
D	Demolition	N/A
A or CC	Maintenance Annual Permit/Capital Crew	Bona-fide DCPS employees in accordance with Ch. 1013, F.S.

2. **Contractor Registration:** (FBC 105.3; 440.10 & 440.38, F.S.; 713.135(5) and (6), F.S.)
 - a. The following information is required for Contractor registration with DCPS Code Enforcement: Contractor Name, Qualifying Agent, Address, Phone Number
 - b. Contractor’s contact person(s) name and e-mail address shall be provided for future notification purposes, i.e. drawing pick up, SOP changes, bulletins, etc.
 - c. Notarized Signature Authorization form if contractor’s employee other than the license holder signs the application.
 - d. Copy of State of Florida Contractor’s license (Submitted for each license renewal period.)
 - e. Insurance Certificate indicating proof of workers’ compensation insurance (One-time submittal with renewal notifications submitted as needed). **DCPS Code Enforcement shall be listed by the Insurance Carrier on the Certificate as an entity to receive renewal notices.**
 - f. Failure to have current license and insurance certificate on file will prevent issuance of permits until updated information is received.
3. **Prime Permit Application for PROJECTS DESIGNED BY FLORIDA LICENSED ARCHITECT OR ENGINEER:**
 - a. Once the permit application form is found to be complete and correct and the Plans Review for the project has been satisfied, a permit will be issued. (FBC 105.3.1)
 - b. **Permit application forms that are not complete or are incorrect will be returned for correction.**
 - c. The permit application shall be signed by the Contractor’s license holder or authorized representative.
 - d. *Permits shall be issued electronically with a copy of the Plan Review & Project Information Sheet (PRPI) and Code Enforcement’s Quick Guide for Requesting Inspections.* For hard copy design documents, the Building Permit Technician will notify the Prime Permit Applicant to pick up a copy of the permit and the “permit set” of documents.

4. **WALK-IN Permit Applications & SUBCONTRACTOR Permit Applications:**

- a. For projects which do not require design by a licensed Engineer or Architect (*see page 8 for criteria requiring licensed designer*), the contractor may submit permit application and required submittal data via e-mail. The Building Official reserves the right to require hard copy documents if deemed appropriate based on the type of project.
- b. **Permit application forms that are not complete or are incorrect will be returned for correction.**
- c. This electronic process is limited to projects with a simplified scope of work. Required submittal data should not exceed a total of ten (10) pages which shall, at a minimum, include the following:
 - 8-1/2 x 11 **legible** sketches of sufficient clarity to indicate the location, nature, and extent of the work proposed. *A sample sketch is provided below.* FISH site plans or photographs neatly marked with notes and required information may also be utilized as a sketch showing the proposed work.
 - A copy of the contractor's DCPS approved proposal or purchase order outlining the scope of work.
 - HVAC equipment replacements – Manufacturer's data and installation instructions and site location.
 - Electrical – Provide information on type of equipment (panel, disconnect, etc.), quantity, location, Amps, Phase, Wire, Volt, and raceway size in a schedule or drawing format.
 - Plumbing – Provide information on system type (potable water, sewer, vent, drainage, irrigation, etc.), pipe routing/location, size, material, fixtures, appurtenances, appliances, well permits, etc.
 - *DCPS Technology Equipment Installations – Scope of work description, manufacturer's data and installation instructions, pathway drawing, IT approval email, etc.*
 - Other documents or detailed information that demonstrate that the proposed work will conform to the provisions of the code, relevant laws, rules, and regulations, as determined by the building official.
- d. The e-mail (walk-in permit) process may also be used for Subcontractor (Associated) Permit Applications where design documents or shop drawings (i.e. fire protection systems) are not required.
- e. Once the permit application and required submittal documents have been reviewed and approved by the Building Official, a permit will be issued via e-mail.

SAMPLE CONTRACTOR SKETCH: (Below is an example. Minimum 8-1/2" x 11" size required.)



PART C – WORK ITEMS EXEMPT FROM PERMIT:

1. Exemptions from permit requirements of the Florida Building Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the code. (*FBC 105.2*)
2. Work items exempted from Permit as prescribed by the Florida Building Code are as follows:
 - a. Portable gas heating appliance
 - b. Replacement of any minor part of a gas appliance or mechanical equipment unit that does not alter the equipment as unsafe.
 - c. Portable electrical heating appliance
 - d. Portable ventilation equipment
 - e. Portable cooling unit
 - f. Steam, hot or chilled water piping within any heating or cooling equipment.
 - g. Mechanical – replacement of any part which does not alter its approval or make it unsafe.
 - h. Portable evaporative cooler
 - i. Self-contained refrigeration system containing 10 lbs. or less of refrigerant and actuated by motors of 1 hp or less.
 - j. Installation, replacement, removal, or metering of any load management control device
 - k. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
 - l. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.
3. **Minor repairs** – Ordinary minor repairs may be made with the approval of the building official without a permit, provided the repairs do not include the 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; additionally, ordinary minor repairs shall 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 such repairs shall not violate any of the provisions of the technical codes.

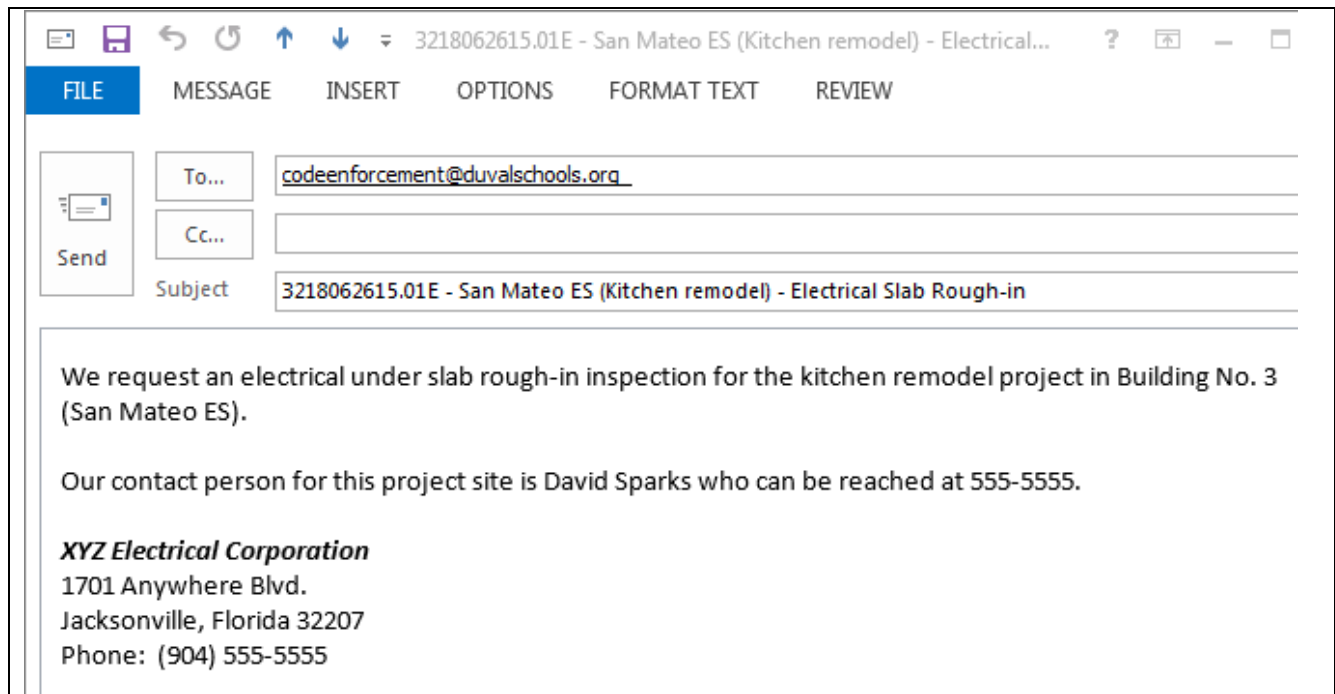
EMERGENCY REPAIRS – Emergency repairs for work items not deemed as exempt in accordance with FBC 105.2 (listed above) do require permits. Where equipment replacements and repairs must be performed in an emergency, the permit application shall be submitted within the next working business day to the building official.

4. **[A]105.3.2 Time limitation of application.**

An application for a *permit* for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a *permit* has been issued; except that the *building official* is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

PART D – INSPECTION:

1. In accordance with the Florida Building Code and Florida law, **it is the Permit Holder’s responsibility to notify DCPS Code Enforcement (AHJ) when the work is ready for inspection.** (FBC 110.1, 110.3 & 110.5)
2. **IT IS THE PRIME PERMIT HOLDER’S RESPONSIBILITY TO ENSURE THAT ALL REQUIRED INSPECTIONS FOR SUBCONTRACTED WORK (ASSOCIATED PERMITS) ARE REQUESTED AND APPROVED PRIOR TO CONCEALING THE WORK.**
3. **REQUESTS SHALL BE SUBMITTED BY E-MAIL TO codeenforcement@duvalschools.org.** (FBC 110.1, 110.3 & 110.5) *Inspection Request Sample provided below.*
 - a. The required format for the **SUBJECT LINE** on e-mailed inspection requests is as follows:
 - **Permit number – School Name (brief work or project description) - Type of inspection** (i.e. underground, rough-in, above ceiling, final, etc.)
 - i.e.: 3218062615.01E - San Mateo ES (Kitchen remodel) - Electrical Slab Rough-in
 - The **SUBJECT LINE** is not part of the body of the message, i.e. it is the line below the “To” and “Cc” lines at the top of the e-mail.
 - Abbreviations such as ES (elementary school), MS (middle school), and HS (high school) may be used.
 - Do not use symbols such as #, /, +, =, &, ?, *, % and the comma symbol in the subject line as these symbols are not compatible with our electronic filing system
 - b. The **body of the message** shall be more descriptive indicating a description of the project/work and the exact location of the work, such as 2nd Floor in Wing A. A contact phone number of the person familiar with the project that can meet the Inspector on site shall be provided in the body of the message.



4. **REQUESTS MUST BE MADE BY 11:59PM, THE WORKING DAY BEFORE THE DESIRED TIME OF INSPECTION.** Weekends and holidays do not count in the calculation of the working day period (see item 9 below). Code Enforcement’s normal work hours are 7AM to 4PM, Monday through Friday. (FBC 110.3)
5. **Failure to request and receive an approved inspection on a permit for a period of 180 consecutive calendar days shall result in an EXPIRED permit.** Any renewal, re-issuance or extension of a permit shall be as approved by the Building Official upon receipt and acceptance of a written request from the permit holder indicating the reason for extending the time of the permit. (FBC 105.4.1)

6. Work shall be installed in accordance with the approved construction documents. Any changes made during construction shall be resubmitted for approval as an amended set of construction documents. *See Page 9 for procedures related to RFIs & ASIs. (FBC 107.4)*
7. It shall be the duty of the permit holder (both Prime Permit Holder & Associated Permit Holder) to cause the work to remain accessible and exposed for inspection purposes. Neither the Building Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. *(FBC 110.1, 110.5 & 110.6)*
8. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official. *(FBC 110.6)*
9. **DCPS Code Enforcement normal work hours are 7AM to 4PM, Monday through Friday.** All required inspections shall be scheduled during normal work hours. Work performed or covered up after normal work hours without inspection shall receive a FAILED inspection report.
10. A list of the minimum required inspections is provided in Section 110.3 of the Florida Building Code. *Anticipated inspections for the project are included on the Plan Review & Project Information Sheet (PRPI) attached to the permit documents.* DCPS Code Enforcement's *CO Inspection Checklist* will be provided separately upon request. Fire alarm systems shall be tested and inspected in accordance with NFPA 72. **Please be advised that these inspection lists are minimum requirements and are not all inclusive.** *(FBC 110.3 & NFPA 72)*
11. An Inspection Report shall be issued via e-mail by the DCPS Code Enforcement in response to the permit holder's inspection request and copied to the DCPS Project Manager and DCPS Building Official. This report shall include the inspection results (Pass or Fail) with reason if failed, photographs, and other daily observations, if applicable. *(FBC 111)*
12. **INSPECTIONS:** After all work required by the permit is completed, an "Acceptance Letter" with **PERMIT NUMBER** from the applicable DCPS Project Manager, EOR, DCPS Technology, Water Disinfection Report, Test & Balance Report, etc. must be submitted to Building Code Enforcement. After the "Acceptance Letter" with **PERMIT NUMBER** has been received and confirmed by Building Code Enforcement, all subcontractor permits must receive an approved Final Inspection prior to the Prime Permit Holder requesting and receiving an approved Final Inspection.
 - The timing of final inspections shall be determined by the Building Official.
13. When it is ascertained that the work has been completed in accordance with the applicable codes **and** permit documents, a **PASSED Final Inspection report** is issued by the DCPS Code Enforcement to the permit holder and copied to the DCPS Project Manager and DCPS Building Official. *(FBC 110)*
14. The DCPS Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid. **It is the Prime Permit Holder's responsibility to request in writing any requests for extension of TCO.** *(FBC 111)*
15. A **Certificate of Completion or Occupancy** shall be issued by the DCPS Building Official, for DCPS Facilities' projects, to the Prime Permit Holder and DCPS Project Manager after a PASSED Final Inspection is issued for the prime permit. *(FBC 111 & Section 1013.38, F.S.)*

PART E – CODE & STATUTORY REQUIREMENTS FOR DESIGN:

(SREF; FBC 105.3.1.2; Chapters 471, 489, 633 & 1013, F.S.)

1. Projects with a construction cost of **\$50,000** or more or as deemed necessary by the Building Official due to project complexity shall require design services by a registered Architect.
2. Projects which involve structural, mechanical, electrical, and plumbing work shall require the services of a registered Engineer as provided for in the Florida Building Code and Chapter 471, Florida Statute and/or as deemed necessary by the Building Official:
 - a. All work involving structural regardless of cost shall have documents prepared and signed and sealed by a Florida registered Structural Engineer.
 - b. Civil work such as underground storm drainage is not exempt by Chapter 471, F.S. from design by an engineer.
 - c. Electrical documents for any new building or addition which requires an aggregate service capacity of 800 amperes (240 volts) or more on a commercial or industrial electrical system and which costs over **\$125,000**.
 - d. Plumbing documents for any new building or addition which requires a plumbing system with more than 250 fixture units or which costs more than **\$125,000**.
 - e. Heating, ventilation, and air-conditioning documents for any new building or addition which requires more than a 15-ton-per-system capacity which is designed to accommodate 100 or more persons or for which the system costs more than **\$125,000**.
 - f. The above paragraph, item ‘e’ does not include any document for the replacement or repair of an existing system in which the work does not require altering a structural part of the building. At the Building Official’s discretion, this type of direct replacement work may be performed by a licensed mechanical contractor.
 - g. Any specialized mechanical, electrical, or plumbing document for any new building or addition which includes a medical gas, oxygen, steam, vacuum, toxic air filtration, halon, or fire detection and alarm system which costs more than **\$5,000**.
 - h. 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 consists of the relocation, addition or deletion of not more than 49 heads, notwithstanding the size of the existing fire sprinkler system.
 - i. When a project falls below the thresholds indicated above which require a registered mechanical or electrical engineer, then the design may be done by the licensed mechanical or electrical or fire protection contractor performing the work. **Plan review is still required.**

PART F – PROJECT REVISIONS (RFIs & Supplemental Instructions):

1. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. (*FBC 107.4*)
2. To facilitate the review of day to day revisions the following e-mail process is utilized. *For projects that do not have a design professional of record, the process is similar, i.e. the contractor submits RFI through the DCPS Project Manager for response/approval then submits to DCPS Code Enforcement for review:*
 - a. A Request for Information (RFI) originates from General / Building Contractor (Prime Permit Holder).
 - b. The **General / Building Contractor** (Prime Permit Holder) forwards the RFI to the Architect or Engineer of Record (A/E) requesting a response. (To: A/E, Cc: DCPS PM)
 - c. **Architect or Engineer** of Record obtains a response from sub-consultant or formulates an appropriate response.
 - d. **Architect or Engineer** of Record then forwards the response to the DCPS Code Enforcement for review. (To: DCPS Code Enforcement, Cc: DCPS PM, GC)
 - e. **DCPS Code Enforcement** reviews for technical code compliance and approves the response or disapproves with comments for code compliance. (To: A/E, Cc: DCPS PM, GC)
 - f. **Architect or Engineer** of Record responds to comments and resubmits as required until all comments have been complied with. (To: DCPS Code Enforcement, Cc: DCPS PM, GC)
 - g. **DCPS Code Enforcement's** approval under item 'e' above or approval on revised responses constitutes a closeout of the RFI (To: A/E, Cc: DCPS PM, Contractor)
3. **An RFI should be able to stand on its own and not require extensive searching through the documents to be able to review. The General / Building Contractor should be detailed about the information requested and should include drawing sheet numbers, detail numbers, and sketches as appropriate. The Architect or Engineer's response should also be of sufficient clarity to demonstrate compliance with the technical codes.**
4. **ALL RFI'S OR CORRESPONDENCE DIRECTED TO DCPS CODE ENFORCEMENT ON PERMITTED PROJECTS SHALL INCLUDE THE PERMIT NUMBER.**
5. Supplemental 8-1/2 x 11 sketches submitted with the RFI response shall be signed and sealed.
6. The Architect or Engineer of Record issues a Supplemental Instruction (ASI or ESI) as directed by the DCPS Project Manager to revise the construction documents for compliance with the RFI responses and to incorporate changes to the contract and permit. The A/E does not issue an ASI/ESI for each single RFI, but groups them into the next ASI/ESI to be issued depending on the project's circumstances.

PART G – ANNUAL PERMITS:

1. Section 105.1.1 of the Florida Building Code provides the following relevant to annual facility permits: *“In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The building official shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary. An annual facility permit shall be assessed with an annual fee and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.”*
2. Per FBC 105.1.2 annual permit records shall be kept as follows, *“The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated.”*
3. A DCPS Maintenance Annual Permit is issued for each fiscal year. This annual permit covers each DCPS facility and all maintenance trades (bonafide Board employees) performing the work: mechanical, electrical, plumbing, technology, fire alarm, telephone, intercom, CCTV, carpentry, door and hardware, site utilities, painting and finishes, etc. This permit requires that the building official be notified of changes as described in the permit document, and he retains the right to make inspections at the facility site as deemed necessary.
4. In addition to the DCPS Maintenance Annual Permit, annual permits may be issued to contractors performing routine maintenance type work. For these contractor annual permits, the following procedures have been established:
 - a. The contractor registers as an annual permit contractor for a specific scope of work with DCPS Code Enforcement and provides a copy of his/her current contractor’s license and Certificate of Insurance for liability and worker’s compensation.
 - b. Once a contractor is registered for a specific scope of work, submission of formal permit application forms are not required; however, in order to provide a mechanism for inspection annual permit authorization numbers are assigned on a project basis by school.
 - c. The contractor or DCPS representative notifies our department in writing each time work is proposed and provides a written description, sketches, or photographs for review. If approved a permit number is assigned to be used to request inspections as previously described in this SOP.
 - d. Annual permits may be revoked due to repeated failed inspections or failure to notify DCPS Code Enforcement of individual work items or projects.