

ENGINEERING & UTILITIES Policy & Procedure #13

TITLE

ANNUAL FACILITY PERMIT

OBJECTIVE AND PURPOSE

In lieu of an individual permit for each alteration of an existing electrical, gas, mechanical, plumbing or interior non-structural office system(s), the Building Official is authorized to issue an Annual Facility Permit to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installation/relocation, per FBC. The permit interval runs from January 1 through December 31st.

RESPONSIBILITY

ACTION

PHYSICAL PLANT DIRECTOR OR PERMIT HOLDER

◆ Applies for an Annual Facility Permit (Attachment "A") by formulating a general description of the activities to be performed and the building(s) in which the activities will take place.

BUILDING CODE ADMINISTRATOR

- ♦ At the discretion of the Building Code Administrator, issue an Annual Facility Permit to the Director of Physical Plant, or other tenant located in FAU property, to facilitate minor repairs and renovations.
- Shut down the work or declines the renewal of the permit should building code violations be found, records mismanaged permit(s) or permit(s) not filed in a timely manner.

BUILDING CODE COORDINATOR

- Periodically monitor and inspect the work of the Physical Plant Director, or other tenant, to verify that work is being done in accordance with the Florida Building Code.
- ◆ Verifies that the Annual Facility Permit Log (Attachment "B") outlining the work is being properly kept and work is being accurately recorded.

PHYSICAL PLANT DIRECTOR OR PERMIT HOLDER

- Maintains and files detailed log of construction activities annually with the Building Code Administrator. Additionally, the log shall be submitted monthly to the Building Code Coordinator in a timely manner (5th of the month) or the Annual Facility Permit may be revoked by the Building Code Administrator.
- ♦ Shall employ only skilled and/or licensed workmen to execute the work and assure adequate safety program is in place.
- Verifies that all non-university workers who are retained to perform any work under the Annual Facility Permit have appropriate state or local licenses and insurance.
- ♦ Ensures that work complies with all provisions of the Florida Building Code, Life Safety Code, and all other applicable codes.
- Shall notify the Building Code Administrator if any major changes occur in the scope of the work.

ATTACHMENTS

- **♦ ANNUAL FACILITY PERMIT ATTACHMENT "A"**
- ♦ ANNUAL FACILITY PERMIT LOG –ATTACHMENT "B"

Issued By: Baker	Date Issued: 6/2002	Date Revised:12/2008	Effective Date: 6/2002
APPROVED:	Vice President	Assistant V.P.	Director

P\procedure\EU#13 Page 1 of 3



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ANNUAL FACILITY PERMIT (Calendar Year-___)

ssued To:	Date:	
Department:	Permit Expiration:	
Building(s)	Scope of Work	
he permit holder is responsible for providing direct or ork conforms to all applicable codes and standards. hapter 553.80 F.S.		
ame (printed)	Title	
Signature of Permit Holder, Date by signing I certify that to the best of my knowledge II provisions of Laws, Ordinances, and Codes	Building Code Administrator, Florida Atlantic University Engineering & Utilities Department	Date
overning this type of Work will be compiled with.	Building Code Administration	

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

ATTACHMENT "A"

P\procedure\EU#13 Page 2 of 3



ANNUAL FACILITY PERMIT LOG

Name: University Address:		Year:Dept:					Position:							
			Phone:					Fax:						
Log Location:						En	nail:							
Month Ending:	Circle One:	JUL	AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Bldg# & Room#	Description	n of Work			Ven	dor		Licer	nse Num	nber	Start Date		End Date	Cost of Work
Signature:			I				tach ad		sheets	as nec	essary)	l		1

P\procedure\EU#13 Page 3 of 3