



## SCHOOL DISTRICT PALM BEACH COUNTY

### BUILDING CODE SERVICES

### CODE INTERPRETATION

3661 INTERSTATE PARK RD NORTH, SUITE 200  
RIVERIA BEACH, FLORIDA 33404  
TEL (561) 383-2092

Subject Title: Annual Permits  
Applicable Code: FBC 105.1.1 & 105.1.2  
Date: August 29, 2023

#### Question:

What work can be done under an annual permit and by whom?

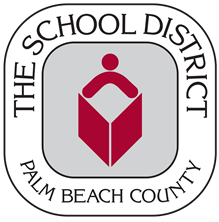
#### Answer:

The annual permit is intended for routine maintenance, emergency repairs, building refurbishment, and minor renovations and repairs of systems and equipment.

- Work being considered to be performed under the annual permit requires the following in the form of an email addressed to the Manager of Building Code Services.
  - Prior to the start of work the District project manager shall:
    - Provide the name of the facility and where in the facility (room number) as applicable.
    - Provide a brief description of the work being completed including the total value.
  - The BCS Manager will respond advising if the work can be performed under an annual permit, regular permit or possibly no permit.
- In progress and final inspections are required for annual permits. The District project manager is responsible to request inspections by BCS.
- Work by an outside Contractor/Vendor usually requires a regular permit. This requirement may be waived by the BCS Manager for minor work on a case-by-case basis.

#### References:

- FS 553.80(6)(d) School boards, Florida College System institution boards, and state universities may use annual facility maintenance permits to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. The amount expended for maintenance projects may not exceed \$200,000 per project. A facility maintenance permit is valid for 1 year. A detailed log of alterations and inspections must be maintained and annually submitted to the building official. The building official retains the right to make inspections at the facility site as he or she considers necessary. Code compliance must be provided upon notification by the building official. If a pattern of code violations is found, the building official may withhold the issuance of future annual facility maintenance permits.
- Florida Building Code 105.1.1 Annual facility permit.  
In lieu of an individual *permit* for each *alteration* to existing: electrical, gas, mechanical, plumbing or interior nonstructural office system(s); the building official is authorized to



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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.

- Florida Building Code 105.1.2 Annual permit records.  
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.