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A. Purpose:

To identify the responsibilities of all parties in the product approval - supplemental design drawings review process.

B. Scope:

This guideline provides a summary of the review and approval of product - supplemental design drawing data as required by the Florida Building Code, Master Specifications, and Florida Statutes and Rules.

C. Definitions:

1. Local Product Approval - Local Product Approval means the approval of a product or system of construction by the Building Official for use within projects of the School District of Palm Beach County.
2. State Product Approval - State Product Approval means the approval of a product or system of construction by the Florida Building Commission for use on a state or regional basis consistent with an evaluation conducted pursuant to Rule 61G20-3.005, F.A.C. confirming compliance with the *structural requirements* of the Florida Building Code. (61G20-3.001 F.A.C.)
3. Supplemental Design Drawing - Drawings, calculations, diagrams, schedules, illustrations, performance charts, etc. prepared by an engineer or architect to illustrate some portion of the work at a necessary level of detail beyond that normally described by the construction plans and specifications or to satisfy requirements delegated by the project architect or engineer.

D. Guideline:

1. General
 - a. Building Code Services has established a summary of product approval - supplemental design drawings required for submittal and review by BCS for compliance with codes and district standards, see Attachment 2.
 - b. This list represents only a portion of the product approval - supplemental design drawings required by the construction specifications.
 - c. Submit these and all other product approval - supplemental design drawings and details listed in the construction specifications to the Architect/Engineer and Program Management prior to ordering materials, fabrication or installation.
 - d. All product approval - supplemental design drawings required by the specifications or code, even those not requiring Building Code Services approval, shall be on the job site and available to Building Code Services Inspectors for inspection purposes.
 - e. Lack of approved product approval - supplemental design drawings by the Architect/Engineer and/or Building Code Services will cause delays in inspections.
2. The Contractor shall submit all required product approval - supplemental design drawings to Building Code Services for review and approval prior to ordering materials; start of fabrication or installation, but after the

Architect/Engineer, and Construction Manager review and approval.

- a. Provide a transmittal letter with all shop-drawing or product approval submittals with the following information:
 - 1) Name, address, phone number, and contact person.
 - 2) Name of the project and project number.
 - 3) Description of what is in the submittal.
 - 4) Related specification number from the attached matrix or Project Manual.
 - 5) If for approval of “approved equal”, provide information per Section H. Product Substitution.
 - 6) If deviation from permitted plans or specs, a description of the deviation and why.
 - a) Deviations may require applying for a variance from District standards. See G.3 below.
 - b. Mark each copy of standard printed data to identify pertinent assemblies or products with references to specifications section and article number.
 - c. Provide manufacturer’s installation instructions, and test reports as outlined in specifications.
 - d. Submit all documents to the Architect or Engineer of Record for approval before submitting to Building Code Services.
 - e. Submit complete sets in electronic format of Architect/Engineer approved shop drawings or product approval documents. Building Code Services will electronically stamp and return reviewed documents with approval status indicated.
 - f. Shop drawing review will not relieve the contractor of responsibility for any deviation from code compliance and requirements of the contract documents.
3. The Architect or Engineer of Record shall perform a detailed review of all submittals for compliance with applicable Codes, Standards, and District requirements. Only after finding documents in compliance shall they affix their stamp.
4. Building Code Services will process Product approval - supplemental design documents as follows utilizing the Supplemental Design Documents Requiring BCS Review hereafter known as Supplemental Design Document Checklist:
- a. At the time of the first CD submittal for the project the document clerk will complete the Supplemental Design Document Checklist header indicating the Facility Name, Project Title, and Project Number.
 - b. A Shop Submittal Review Sheet will be attached as a cover to the Supplemental Design Document Checklist and the checklist will be included with the CD package for plan review. The Prime reviewer PR for each document listed will checkmark the shop drawing or closeout documents required to be submitted to BCS based on project scope. The plan reviewer will stamp the coversheet when complete.
 - c. The document clerk will preload the BCS Permit and Inspection database with a Submittal Record for each closeout document checkmarked on The Supplemental Design Document Checklist. The Date Received field will be left blank for the preloaded closeout document submittal record, this preloaded document submittal record will be utilized when the closeout document is received in order to track closeout submittal status.
 - d. The project contractor shall submit to BCS all supplemental design documents checkmarked on the Supplemental Design Document Checklist provided to them by BCS at permit issuance (appendix 2).
 - e. Upon receipt of the documents, a document clerk processes the incoming submittal into the BCS Permit and Inspection Database and Electronic Document Storage System in accordance with Building Code Services procedure BCS-2.2 Permit Document Processing.
 - f. Shop Submittal Review Sheet shall be attached as a cover to the shop drawing set by BCS document clerk and watermarked with the date and the document ID number. The document clerk will then check the appropriate review disciplines in the database for this submittal according to the attached matrix (appendix 2).
 - g. Plan Reviewers shall first determine if the submittal is complete and accurate. If not complete, then identify the deficiencies and return the submittal to the assigned technician for return to sender.
 - h. If the submittal is acceptable then:
 - 1) Complete the technical review within ten working days of receipt of the documents and log the comments into the database under Project Submittals for the document number marked on the submittal.
 - 2) During the review process, the first reviewer shall check off the reviewers who are not required to review the package.

- 3) Stamp the shop Submittal Review Sheet indicating review with “Approved”, “Approved with Comments”, or "Rejected, correct and resubmit" stamped on the plans.
 - a) “Approved” means no re-submittal required and fabrication may proceed.
 - b) “Approved with Comment” means if the Contractor is willing to comply with the comments, the Contractor shall correct the submittal and resubmit for approval while fabrication is taking place. If the Contractor cannot comply with the comments, they shall work with Building Code Services in developing an acceptable solution prior to start of fabrication. "Rejected, correct and resubmit" means **DO NOT PROCEED**, the submittal is completely rejected. Correct all documents to meet District requirements, resubmit and await approval before proceeding.
- 4) Review all previous comments for the submittal, clear comments as applicable and move all open comments to the most recent document I.D. number.
- 5) Review the Submittal Record and notify the Architect/Engineer or Contractor of incomplete or missing submittals that may be of concern.
- 6) Attach a copy of the database plan review comment report, mark the review check box in the database indicating the shop drawing review is complete.
- 7) If the submittal is "Approved" or "Approved with Comment":
 - a) The reviewer shall enter any products complying by other than a State Product Approval into the department’s Product Approval Log and record the number assigned thereby into the notes field of the database and on the Submittal Record.
 - b) The reviewer shall enter the Florida Product Approval number into the notes field of the database and on the Submittal Record for any products complying by use of a State Product Approval.
- 8) The technician shall prepare the review status notification and log out the submittal by entering into the database the Return Date and send the submitter email notification of the review status.
- 9) The technician shall also enter into the note field one of the following, "Approved", "Approved with Comment", or "Rejected, Correct and Resubmit". The primary Plan Reviewer provides this information. The Matrix has a column labeled PR which identifies the prime reviewer by discipline.

E. Local Product Approval Submittal Documents:

1. Each product submittal must include a product schedule identifying the proposed product sizes, each Code and/or Specification requirement, the method used to verify compliance, the limitations of the proposed product and the page number in the submittal reflecting the information.
2. The product schedule shall reference item locations by the nomenclature used in the permitted documents. Provide a separate signed and sealed plan identifying product locations not otherwise shown.
3. All submittals including multiple systems or materials shall have the proposed systems or materials clearly marked and identified.
4. Products or systems of construction listed within the scope of Rule 61G20-3 F.A.C. shall demonstrate compliance with the **structural requirements** of the Florida Building Code through one of the following methods (see 553.8425 F.S. and Rule 61G20-3 F.A.C.):
 - a. Florida Product Approval - Documents shall include the cover page from the State’s website providing the approval number and applicable Code version and all pages of the approved installation drawings.
 - b. Local Product approval documentation:
 - 1) A certification mark, listing, or label from a Florida Building Commission-approved certification agency indicating that the product complies with the code;
 - 2) A test report from a Florida Building Commission-approved testing laboratory indicating that the product tested complies with the code;
 - 3) A product-evaluation report based upon testing, comparative or rational analysis, or a combination thereof, from a Florida Building Commission-approved product evaluation entity which indicates that the product evaluated complies with the code;
 - 4) A product-evaluation report or certification based upon testing or comparative or rational analysis, or a combination thereof, developed and signed and sealed by a Florida professional engineer or Florida registered architect, which indicates that the product complies with the code;
 - 5) A statewide product approval issued by the Florida Building Commission; or
 - 6) Designation of compliance with a prescriptive, material standard adopted by the Florida Building

Commission by rule under s. 553.842(15).

- c. Products demonstrating compliance shall be manufactured under a quality assurance program audited by an approved quality assurance entity. Supply copy of contract indicating expiration date.
 - d. Product-evaluation reports indicating compliance with the code, based upon a test report from an approved testing laboratory and rational or comparative analysis by a Florida registered architect or professional engineer, shall be a certified independent testing laboratory or the evaluating architect/engineer from the product manufacturer.
5. Products or systems of construction requiring a submittal shall demonstrate compliance with ***all other requirements*** of the Florida Building Codes and SDPBC Master Specifications as described in those documents. These may include, but are not limited to: insulation values, air infiltration, water infiltration, shading coefficients and visible light transmittance.
 6. Submit all pages of the approved installation drawings for comparison of product limitations to project requirements. All drawings shall be full size.
 7. Submit the manufacturer's installation manual for each product.

F. Product Approval – Supplemental Design Documents:

1. Shop Drawings are required for custom engineered products that are not within the scope of Rule 61G20-3, State Product Approval.
2. All Structural drawings and calculations signed and sealed by licensed Florida Engineer other shop drawings signed and sealed per applicable Florida Statutes and Rules.
3. Identify all items by the nomenclature used on the permitted drawings or provide separate plans.
4. Drawings shall include, but not be limited to, fabrication, erection and installation details and identification of appropriate bracing requirements. All information shall be coordinated with the appropriate section of the District's Master Specifications.
5. Provide documentation that the supplier/fabricator participates in a quality assurance program audited by an approved quality assurance entity.
6. Drawings for items providing integral fire protection features shall include sections identifying all materials, clearances, etc. I.e. – precast concrete beams, joists, tees, etc.

G. Product Substitution:

1. Submit all shop drawings for approval equal to Building Code Services for review and approval. Installation of substitutions without the Owner's approval shall be cause for immediate rejection and removal without extra cost to the owner. See Specification's section [01 60 00](#) for additional information.
2. Substitutions will not be considered when they are indicated or implied on shop drawings or product data submittals, without separate written request, or if acceptance requires revision to the contract documents.
3. Identify and submit any shop drawings that deviate in any way from the contract documents and district standards to Building Code Services for review and approval. Deviations may require an application for a variance from District standards by the District Design Standards Committee. The application is available on our website at [Change/Variance to The District Standards #BD-007](#)

H. Appendix

1. Sample Product Schedule for window unit
2. Supplemental Design Documents Checklist

Appendix 1

Application for Local Product Approval

Complete this schedule listing each Code or Specification compliance requirement and the relevant test Standard(s) and identify which documents are intended to certify compliance for each requirement. All components tested are to match the proposed components.
Modify this form as necessary for the component.

Product: _____
Manufacturer: _____ Model: _____ Sub model: _____

Single Report – List requirements in following sections.

Approval/Testing Agency: _____
Report Number: _____

Air Infiltration Test Standard(s): _____
Building Code Section: _____
Building Code Requirement: _____
Specification Section: _____
Specification Requirement: _____
Approval/Testing Agency: _____
License Number: _____ Report Number: _____

Water Infiltration Test Standard(s): _____
Building Code Section: _____
Building Code Requirement: _____
Specification Section: _____
Specification Requirement: _____
Approval/Testing Agency: _____
License Number: _____ Report Number: _____

Impact Test Standard(s): _____
Building Code Section: _____
Building Code Requirement: _____
Specification Section: _____
Specification Requirement: _____
Approval/Testing Agency: _____
License Number: _____ Report Number: _____

Wind Pressure	Test Standard(s): _____
Building Code Section:	_____
Building Code Requirement:	_____
Specification Section:	_____
Specification Requirement:	_____
Approval/Testing Agency:	_____
License Number:	Report Number:

Shading Coefficient	Test Standard(s): _____
Building Code Section:	_____
Building Code Requirement:	_____
Specification Section:	_____
Specification Requirement:	_____
Approval/Testing Agency:	_____
License Number:	Report Number:

Labeling	Test Standard(s): _____
Building Code Section:	_____
Building Code Requirement:	_____
Specification Section:	_____
Specification Requirement:	_____
Approval/Testing Agency:	_____
License Number:	Report Number:

I have reviewed the submitted information and verified that compliance has been provided for all requirements.

