



**SCHOOL DISTRICT PALM BEACH COUNTY
BUILDING DEPARTMENT
CODE INTERPRETATION**

3661 INTERSTATE PARK RD NORTH, SUITE 200

RIVERIA BEACH, FLORIDA 33404

TEL (561) 383-2092 FAX (561) 882-1978

<http://www.palmbeachschools.org/buildingdepartment/Documents.asp>

Subject Title: Annual Permits
Applicable Code : FBC 105.1.1 & 105.1.2
Date: April 25, 2016

Question:

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

Answer:

The annual permit is intended for routine maintenance, emergency repairs, repairs of systems and equipment by District Staff. It is not usually intended for additions, new work, scheduled replacements, renovations, or remodeling; or work completed by vendors/contractors.

Comment:

- 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 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.
- 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.
- 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. This part may not be construed to authorize counties, municipalities, or code enforcement districts to conduct any permitting, plans review, or inspections not covered by the Florida Building Code. Any actions by counties or municipalities not in compliance with this part may be

appealed to the Florida Building Commission. The commission, upon a determination that actions not in compliance with this part have delayed permitting or construction, may suspend the authority of a county, municipality, or code enforcement district to enforce the Florida Building Code on the buildings, structures, or facilities of a state university, Florida College System institution, or public school district and provide for code enforcement at the expense of the state university, Florida College System institution, or public school district.

- Work by District Staff under the annual permit requires the following in the form of an email addressed to BCS@palmbeachschools.org.
 - Prior to start of work:
 - Name of facility and where in the facility (room number).
 - Provide a brief description of work being completed.
 - Request inspection
 - On minor projects, one day or less, inspection request can be the made for the day crew is working
 - Projects of more than one day, inspection request can be for the last day of the scheduled work or after project is complete.
- Work by an outside Contractor/Vendor usually requires a regular permit. This requirement may be waived by the Manager of Building Code Services for minor work on a case by case basis. Follow this procedure for regular permits:
 - Permit application with the contractor information (license and insurance)
 - Plans and/or scope of work indicating the work being done, facility name, and room number(s).
 - Request inspection
 - On minor projects, one day or less, inspection request can be the made for the day contractor is working
 - Projects of more than one day, inspection request can be for the last day of the scheduled work or after project is complete.