

DCPS CODE ENFORCEMENT STANDARD OPERATING PROCEDURES¹

(This document and other DCPS Code Enforcement

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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. 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

PART B CONTRACTOR REGISTRATION, APPLICATIONS & PERMITS:

1. 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 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. _____ -mail address shall be provided for future notification purposes, i.e. drawing pick up, SOP changes, bulletins, etc.
 - c. Notarized Signature Authorization form if _____ other than the license holder signs the application.
 - d. Copy of State of Florida C _____ (Submitted for each license renewal period.)
 - e. Insurance Certificate indicating _____ (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 _____ 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 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 DCPS approved proposal or purchase order outlining the scope of work.
 - HVAC equipment replacements M 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.

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

PART D INSPECTION:

