

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Building Code Administration Program	<u>Number</u> 607
Related Policy:	Building Administration – 6Hx20-6.004	<u>Page</u> Page 1 of 1

I. Purpose

To establish and implement a Building Code Administration Program for Pensacola State College’s capital improvement projects and building maintenance projects in order to insure compliance with all adopted codes and standards. The College’s building code administrator shall administer the Program through construction document reviews, construction inspections, and occupancy inspections. (Ref: s. 235.017 and s. 553.80(6), Fla. Stat.).

II. Procedure

- A. The College President shall designate a College building code administrator who shall be licensed by the Department of Professional Regulation and is responsible for the management of the Building Code Administration Program.
- B. The building code administrator and a certified plan examiner or a Florida registered architect/engineer shall review the final construction documents for compliance with adopted codes and standards. When required, final construction documents shall be reviewed and approved by a local fire safety inspector. After reviewing the documents, comments, and mandatories, if any, shall be returned to the design architect/engineer with appropriate references. A building permit shall not be issued until resolution of all outstanding mandatories.
- C. Upon verification that the contractor and its subcontractors possess current licenses and proper insurance and bonds, the building code administrator shall issue the building permit for the project. For maintenance projects under \$200,000, an annual facilities maintenance permit will be issued.

Responsible Official:	Director, Facilities Planning and Construction
President’s Signature:	Date: 9/22/2025

