



## BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

**Number:** BD-003

**Title:** Annual Permit

**Revision Date:** 8/14/24

**Approved By:** Mark Lodge, Director

**Contact Name:** Marisa-Ann Gedeon, Manager

**Contact Email:** [marisa-ann.gedeon@palmbeachschools.org](mailto:marisa-ann.gedeon@palmbeachschools.org)

### **Purpose:**

This procedure provides guidelines for the use of annual and project specific facility maintenance permits.

### **Scope:**

The procedure pertains to all annual facility maintenance permits issued to District maintenance organizations under the provisions of Florida Statute 553.80 (6)(d).

### **Guidelines:**

1. Annual permit is for routine maintenance, emergency repairs, and repairs of systems and equipment by District Staff. The amount of expenditure on annual facility permits is restricted to \$200,000 per project. Examples of work allowed under annual permit, minor repairs or replacement of:
  - a. Electrical equipment/devices performed on the load side of the meter.
  - b. Plumbing, piping and related equipment/devices/fixtures on distribution side of water meter.
  - c. Ductwork, coils, evaporators, and related equipment and controllers with items which are of equal rating, load capacity, voltage, size, etc.
  - d. Building non-structural components (such as doors, windows and roofing less than five square).
  - e. Fire sprinkler work per the interpretation labeled "Fire Sprinkler Repair"
  - f. Fire alarm devices and repair work to panels or system.
2. The following requires a regular permit:
  - a. Work by a vendor, contractor, etc.
  - b. Additions, new work, renovations, whole system replacements, or remodeling by District Staff.
3. Those projects which, are questionable as to if they fit the annual permit requirements shall follow this process:
  - a. The project manager shall submit email with the scope of work outlined and who is performing the work to The Manager in Building Code Services (BCS).
  - b. The Manager of BCS shall review the request and determine if there is enough information to determine if a permit is required and if so if it should be annual or project specific.
  - c. The Manager of BCS shall then notify the project manager and BCS staff of the decision.
  - d. The Manager of BCS will indicate the required inspections.
4. Project specific permits shall follow procedure BD 02 Permit Documentation Requirements.

5. Follow the annual permit process below.
  - a. The beginning of the calendar year, BCS staff establishes an annual facility maintenance permit for each District facility. The permit is in the Inspector database and consists of the facility MSID number followed by the calendar year.
  - b. MP&O staff shall request an inspection of a project under the annual facility maintenance permit by a call, email, or fax to the BCS secretaries with the same data provided for normal permits. (Annual permit number and type of inspection)
  - c. Inspectors will comment on the inspection as appropriate and those comments will be entered into the "Inspector" database against the annual permit number.
  - d. Maintenance shall maintain a detailed log of alterations (This can be the work order report from Tririga) and submit when requested to the Building Official. The Building Official will review the log and the inspections for code violations.
  - e. If the Building Official discovers misuse of annual facility maintenance permits, he may elect to withhold future permits.