



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-006

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Title: Retention of Construction Documents

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Purpose:

To establish a local system for retention of construction documents that complies with Florida Statutes.

Scope:

This applies to all construction documents processed by SDPBC Building Code Services.

Guidelines:

1. Building Code Services receives construction documents, via electronic format, from various sources to review for compliance with building codes.
2. During the course of plan review and prior to the approval of a building permit there may be many changes in construction documents. These changes take the form of revisions to the original drawings.
 - a. Each revised sheet will be marked with the Revision Number and Date of the Revision by the designer.
 - b. All document submittals for a project will be retained by Building Code Services until the construction documents meet the requirements for issuance of a building permit.
3. For various reasons the designers may need to submit additional changes to the permitted set of drawings. The revised drawings must be marked with the latest Revision Number and Date by the designers.
 - a. After review and approval of the revised drawings the plan reviewers will stamp and sign the new drawings.
 - b. The superseded drawings will be retained until the project As-Built drawings are received.
4. See procedure BD-020 Electronic Document Submittal and BD-021 Minor Projects for submittal requirements.