1. APPLICABILITY

The following instruction applies to all UCF entities authorizing vendors, contractors and their sub-contractors to work on university-owned or operated facilities and university-affiliated Direct Support Organization facilities and leased spaces.

2. PROCEDURE STATEMENT

This instruction contains the fee-schedule for the State Fire Marshall in addition to building permit reviews, re-inspections, and scanning performed by the UCF Building Code Office.

3. DEFINITIONS

Building Codes: A series of ordinances enacted by the state/local government establishing minimum requirements that must be met in the construction and maintenance of buildings.

Building Applications - Permits: A formal approval and review process to ensure that the plans for construction comply with the local area’s land use and construction standards.

Building Inspection: An inspection performed by a certified building inspector to make professional judgment to ensure building code requirements are met throughout different stages of completion.

Building Re-inspection: A repeat inspection carried out after a previous inspection did not meet building code. Re-inspection fees apply.

Building Re-inspection Fees: Fees charged for re-inspection, which are conducted to ensure compliance with an Official Notice (Previous inspection report details failed inspection reasons).

Permit: A license to proceed with the work.
4. RESPONSIBILITY

By the authority delegated from the university President, the UCF Building Code Office and its Building Official will follow and ensure compliance with the Florida Building Code scope and Florida Fire Prevention Code.

5. ASSOCIATED DOCUMENTS

EHS_SOP501 Building Code Program

6. INSTRUCTION

State Fire Marshall Fees:

SFM fees are calculated as part of the Construction Cost (Construction Cost x 0.0025 with a $100 minimum). All SFM fees are non-refundable

Building Permit Fees:

Building permit fees are based on a sliding scale and are automatically calculated on the application here: http://ehs.ucf.edu/sites/default/files/buildingcode/BldgPermitApplication2018.pdf

Expedite fee $550.

Temporary Certificate of Occupancy Fee $550.00

Any additional reviews beyond the 2 revision will be billed at a cost of $78.00 per hour.

Re-inspection Fee Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Prescheduled (Failed) Re-inspection</th>
<th>Same Day Re-inspection</th>
<th>Emergency Re-inspection Evenings</th>
<th>Emergency Re-inspection Weekends and Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday -Friday</td>
<td>Monday -Friday 8:00 a.m. – 4:00 p.m.</td>
<td>Monday -Friday 8:00 a.m. – 4:00 p.m.</td>
<td>Monday -Friday 4:00 p.m. - 6:30 p.m.</td>
<td>Weekend and Holidays</td>
</tr>
<tr>
<td>Flat Rate</td>
<td>$150</td>
<td>$117 per hour</td>
<td>$117 per hour</td>
<td>$117 per hour</td>
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<td>2 hour minimum</td>
<td>2 hour minimum</td>
<td>2 hour minimum</td>
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</tbody>
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Scanning

Construction documents scanned by the Building Department will be billed at a cost of $2.00 per page.

7. RECORD KEEPING

8. DISTRIBUTION

This document is shared through:

☐ EHS only  ☑ Facility and Safety  ☑ UCF community
☐ Secured Document  ☑ Contractor  ☑ EHS Web site
☐ Other: ____________________________

9. REVIEW

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Renee Michel</td>
<td>5/16/19</td>
</tr>
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10. DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision number</th>
<th>Author</th>
<th>Modifications</th>
</tr>
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<tbody>
<tr>
<td>05/08/2019</td>
<td>0</td>
<td>Roy Johnston</td>
<td>Initial release</td>
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