



# STANDARD OPERATING PROCEDURES

## Construction Services Division

Subject: Annual Permits

Last Updated: 05/15/2018

Purpose: To establish procedural guidelines in regard to permitting requirements, maintaining work orders/ work logs, and inspection requirements for buildings that have been issued an annual permit.

The Construction Services Division will grant annual permits for ongoing alterations to a building that are of a general nature in regard to maintenance of the building and performed by an in-house maintenance department. Any work outside of the general maintenance of the building shall require a separate permit for that work, under the normal rules of a permit.

Legal Authority: FBC 105.1, FBC 105.1.1, FBC 105.1.2

### Procedure

Building owners or tenants interested in participating in the Annual Permit Program must complete the following:

#### **Permitting Requirements**

- Complete a Commercial Trade permit application for annual facility.
- Provide evidence, at time of application, of current contractor licensing as an owner/developer if licensure is required by State Contractor Licensing Regulations.
- If utilizing journeyman licenses and/or contractor licenses for an individual/individuals not currently registered as an LP in the City of Tampa, provide copies of all licensure required for registering as an LP.
- Prior to the issuance of the annual permit, the submission of an Asbestos Certification is required if the building was constructed prior to 1985. The certification must include the following:
  - Attestation that the altered areas have been inspected for asbestos and appropriate actions will be undertaken in accordance with state law.
  - IF abatement or a remedial action occurs, the owner must certify that the area(s) will not be re-occupied until all activity has been completed and final air quality clearances have been measure and found to be within the tolerances specified by the building code.
- If the building has been inspected and is free of asbestos, an asbestos inspection certification form can be filed with the original application for an Annual Permit.
- Pay required fees to have the permit issued. The annual permit will expire one (1) year from the date of permit issuance, at which point re-issuance fees will need to be paid in order to renew the annual permit for another calendar year.

## Work Order Requirements and Inspections

- Building owner or tenant shall maintain on on-site work log that details any and all work done to the building, as well as the location of that work. The date and time work was performed shall be documented on this log.
- Journeyman or licensed contractor who performed the work documented in the on-site log must sign the work order.
- Random audits and quarterly inspections will be performed by the City of Tampa Construction Services Division; any work inspection by audit or quarterly inspection which does not meet the minimum standard of the Florida Building Code will need to be re-inspected by a City of Tampa Construction Inspector.
- A re-inspection fee can be assessed for each additional inspection.

## Annual Permit Allowable Scope of Work and Limitations

### Work Allowed

#### Architectural/Structural

- Partitions
- Doors
- Modular furniture
- Ceilings

#### Mechanical

- Ductwork relocation/replacement
- Diffusers relocation/replacement

### Limitations

- Alterations cannot change the group, occupancy load or exit access patterns, or increase the fire hazard.
- Alterations cannot increase the allowable travel distance or create dead-end corridors.
- Modular furniture must remain 18 inches below sprinkler heads.
- Altered elements cannot be part of a fire-rated assembly or smoke partition(s).
- Doors which are required to be self-closing cannot be altered.
- Work in buildings equipped with a smoke control system is limited to modular furniture.
- Fire-rated plenums or ceilings must be replaced within the same working day.
- Fire drill patterns in high rise buildings must be reviewed and approved by the fire marshal prior to commencing any alterations.
- Ductwork cannot penetrate or be installed in a fire-related assembly.
- Changes cannot affect the smoke evacuation system or fire alarm duct mounted smoke detectors connected to the fire alarm system.

### Plumbing

- Sink replacement.
- Toilet replacement.
- Urinal replacement.
- Electric water heater (<58 kilowatts) replacement.
- Drinking fountain replacement or relocation (width of exit access passageways, proper approaches and clear floor space must be maintained.)
- Vent, waste and water piping extensions; new connections are prohibited. Damaged pipe replacement.

- Existing fixtures cannot be relocated (except drinking fountains).
- New fixtures cannot be added.
- New water heaters can be of the same size and wattage as those being replaced.

### Electrical

- Branch circuits relocation/replacement
- Lighting fixtures relocation/replacement/removal
- Receptacle outlets relocation/replacement/removal

- Altered elements cannot be installed within or penetrate a fire-rated assembly.
- Branch circuits cannot exceed 40 amps and 240 volts.
- Lighting circuits cannot exceed 20 amps and 277 volts.
- Altered elements cannot be part of the fire alarm system.
- Branch circuits, lighting fixtures and circuits, and receptacle outlets cannot be installed in hazardous locations as defined by the National Electrical Code.

### Fire Suppression

- Sprinkler heads replacement ( in exact location).

- Sprinkler heads cannot be relocated or removed.

### Accessibility Requirements

During the course of maintenance performed under the limits of an annual permit, the following shall be maintained by the maintenance staff performing the work:

- Altered area must comply with the accessibility requirements for new construction.
- Alterations to a space or area shall be fully accessible.