

CONSTRUCTION DOCUMENTS SUBMITTAL REQUIREMENTS

Following are the requirements for construction documents submitted to the Central Florida Tourism Oversight District (the District), Building & Safety Department. For the purposes of this document, the following definitions shall apply:

“Construction documents” shall mean plans, specifications, project manuals, calculations or similar written materials depicting the design of a building or structure or of an electrical, plumbing, fire-protection, air-conditioning, mechanical or gas system, or any portion thereof.

“Licensed design professional” shall mean a registered architect (including Landscape Architects and Interior Designers) or professional engineer licensed to practice in the State of Florida.

“Active project” shall mean a construction related activity for which application for one or more permits has been made, but which has not yet received a Certificate of Occupancy or a Certificate of Construction Completion from this office.

Construction documents submitted to the District for permitting, shall comply with the following:

1. The name and address of the person responsible for the design shall be legibly indicated on the construction design documents. In addition, a licensed design professional shall legibly indicate his/her name, address and license number. (Reference *Florida Administrative Code (F.A.C.) 61G15-23, 61G1-16.*)
2. Construction documents prepared by a licensed design professional must be submitted electronically using a digital signature verified by a third-party certificate authority in accordance with *F.A.C. 61G1-16.005* for Architects and *61G15-23.003* for Engineers and contain the current *EPCOT Building Code (EBC)* and *Florida Fire Prevention Code (FFPC)* references on the drawings.
3. Construction documents shall be prepared, approved by, and bear the seal, signature and date of a licensed design professional, unless specifically exempted below. For an active project, Exception 3 shall not apply to a contractor whose portion of the electrical, plumbing, fire protection system, air-conditioning or mechanical system has been designed by a licensed design professional.

Exception 1: For Amusement Rides or Devices, a letter signed by a registered Florida engineer attesting that the ride or device complies with *ASTM F-24* and the *EBC* may be accepted at the discretion of the Building Official in lieu of construction documents for such ride or device.

Exception 2: Construction documents for buildings and/or structures, alterations, repairs or improvements, replacements and additions with a valuation of less than \$125,000, where the finished work is not designed for public occupancy, not structural in nature nor subject to wind loading, are not required to be signed or sealed. (Reference *Florida Statutes (F.S.) 481.229*.)

Exception 3: Construction documents may be prepared by any electrical, plumbing, fire protection system, air-conditioning or mechanical contractor whose practice includes the design and fabrication of electrical, plumbing, fire sprinkler, air-conditioning, or mechanical systems, respectively, which system costs less than \$25,000 and that she or he installs by virtue of a license issued under *F.S. Chapter 489, Chapter 553, Chapter 633* or under any special act or ordinance when working on any construction project that complies with the following:

- a) Electrical documents for any new building or addition that require an aggregate service capacity of less than 600 amperes (240 volts) on a residential electrical system, or less than 800 amperes (240 volts) on a commercial or industrial electrical system, and a value less than \$125,000. See *FS 471.003(2)(h)*, *EBC 105.3.1.2(5)*.
- b) Plumbing documents for any new building or addition that requires a plumbing system with less than 250 fixture units and is valued at less than \$125,000. See *F.S. 471.003(2)(h)*, *EBC 105.3.1.2(1)*.
- c) Fire sprinkler documents for any new building or addition that includes a fire sprinkler system which contains 49 or fewer sprinkler heads. A Contractor I, Contractor II, or Contractor IV, certified under *F.S. 633.521*, may design a fire sprinkler system of 49 or fewer heads and may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation, addition or deletion of not more than 49 heads, notwithstanding the size of the existing fire sprinkler system. See *EBC 105.3.1.2(2)*.
- d) Air-conditioning documents for any new building or addition which is designed to accommodate fewer than 100 persons or where a 15-ton-per system or less is designed for a singular space of a building and each 15-ton system or less has an independent duct system and which the system is valued \$25,000 or less. See *F.S. 471.003(2)(h)*, *EBC 105.3.1.2(3)*.
- e) Any specialized mechanical, electrical, or plumbing document for any new building or addition which includes a medical gas, oxygen, steam, vacuum, toxic air filtration, halon, or fire detection and alarm system that is valued less than \$5,000. See *EBC 105.3.1.2(4)*.

Exception 4: For any portion of an active project designed by a licensed design professional, construction documents in the form of submittals, catalog information on standard products or drawings prepared solely to serve as a guide for fabrication, erection and/or installation and which require no engineering or architectural input shall be reviewed and initialed by the licensed design professional indicating that such documents comply with his/her design criteria.

4. Demolition Projects. Unless specifically required otherwise by the Building Official, construction documents for demolition projects that exceed \$125,000 shall include an engineer's signed, sealed and dated report indicating how the demolition will be carried out. The report shall specifically indicate the sequence of demolition operations so that no structural elements will be removed prematurely during demolition. Plans shall clearly identify specific areas scheduled for demolition.
5. Sign Permits. Designed in accordance with current *EBC* and *FFPC*. All drawings shall be electronically signed, dated and sealed by a state registered architect or engineer.
6. Projects cannot be divided into smaller segments to avoid the need for licensed design professionals to provide construction documents.

Request for additional clarification can be submitted to: Permitting@oversightdistrict.org.