

## Bulletin #2: Review requirements

Date: July 20, 2015  
Effective Date: July 20, 2015  
Amended: **March 12, 2024**  
To: All Staff  
From: Fred Clum, Chief Building Official  
Subject: Review requirements

### General:

- Permit description box shall only be for permit scope, not an address or additional notes (need to see how address information on mobile app can be improved for inspectors) use permit details tab dialog box for addition comments
- Simultaneous review (verify check box and permit description)
  - Standard note to be added to permit review
  - Minimum items verified during review – total square footage, sprinkler intention, Construction type.
- Sub Permits shall indicate “primary” permit in which they are tied
- Plans reviewers have the ability to adjust permit scope accordingly to accurately indicate permitted scope and shall note on details tab that the scope has been adjusted.
- Structural plans review will now indicate the appropriate information:
  - Design Occupant load
  - Sprinkler intention and system (i.e., 13, 13R, 13D):
    - Structural reviewer shall verify if sprinkler system is for area increases (i.e., 13 only).
    - Plans reviewers shall add appropriate CO conditions for separate permits (signage, hoods, gas, sprinkler, alarm, etc. as appropriate)
    - Mechanical/ electrical / Fire when resolving 61G reviews shall indicate design professional for required engineering.
    - Verification of fire sprinkler system between primary permit and shop drawing permit will be performed by Fire.
    - Fire reviewers resolve CO hold condition on primary permit when sprinkler/ alarm system is approved.



- Mixed use buildings will require occupancy classifications and area breakdowns as follows:
  - Non-separated and separate mixed-use buildings shall have occupancies noted on application tab and areas of each occupancy broken down under work items.
  - Accessory occupancies are only to be applied to plan review requirements. Those occupancies are accessory and a part of the main (primary) occupancy and do not need to be listed as occupancies nor are they required to be broken out in work items. Accessory areas shall be included within the main occupancy of the building under work items.
- Plans shall indicate “un-limited” buildings and we will work with support staff to obtain an attribute check box.
- Plans shall indicate separate permits required and any noted shall be listed within CO condition Threshold projects:
  - Does permit meet definition (size, square footage, occupancy, occupant load)
  - Has owner designated building as threshold per FBC section 110.8.2
  - Check attribute box (condition auto-populates)
  - Verify appropriate documents, license of conducting inspector, shoring plans.
  - Threshold inspection (190) shall be added for inspection processes **when the SI is conducting both Threshold and applicable FBC Inspections.**

Permits required to be permitted separately:

- Signs
- Fire alarm shop drawings with 61G requirements as required
- Fire alarm monitoring
- Fire Sprinkler shop drawings with 61G requirements as required
- Underground fire main
- Gas tanks
- Fossil fuels
- Generators (level 1-life safety) Private

Private Provider:

- PP reviews no longer cover the following reviews or inspections, and staff shall perform review:
  - Simultaneous reviews, FEMA reviews, engineering inspections
- Typical notation for PP review per CBO shall be a default notation on CO/CC if either or both of the PP attribute boxes are checked. Staff may note line their review but shall not in permit description.
- Check attribute box(s) for review and inspections (condition auto-populates)
- Deferred submittals **and a phase permit with deferred submittals are not authorized** on PP jobs, whether it is original reviews (prior to issuance) or changing to PP under a revision

## ENERGY COMPLIANCE:

- Determine if exempt from energy compliance or not (see formal interpretation #1)
- Renovations, Changes in Occupancy and creation of newly conditioned spaces shall conform to Energy Code
  - Renovations in which the value is greater than 30% (per definition) shall conform to energy code
  - Change of occupancy may require alterations to space, any altered portion shall conform to energy code (101.4.8 & 30% does not apply)
    - New doors (egress)
    - Electrical (wiring methods or lighting)
    - Make up air – mechanical units
    - Additional bathrooms
  - Newly created conditioned spaces
    - Garage conversions
    - Lanai enclosures open to main dwelling or provided with new conditioning
    - Adding conditioning to an existing un-conditioned building
- Plan reviewers
  - Residential projects structural reviewers look over all and ask for assistance from mechanical on special cases or raised concerns
  - Performance or prescriptive needs to be indicated
  - Watch for additional requirements within calculations (i.e. shades, blower door tests, duct sealing, etc.)
  - Commercial projects all reviewers look at calculations
  - New fenestration (not previously existing) needs to conform to FBC-EC
  - Verify new condition is added for CO Hold - EPL card
- Inspections
  - Existing buildings with FBC-EC **not** required; status quo for inspections
  - Existing buildings with FBC-EC **required**; U and SHGC labeling required at time of final or impact inspection
  - Watch which method is being utilized (performance/ prescriptive)
- Permit by affidavits:
  - Energy calculations required – new space FBC-EC is required
  - FEMA requirements are not covered within affidavits need to have inspected for flood requirements
    - Flood prone materials
    - Venting
    - loading

FEMA:

- Coastal 'A' Zones require one-foot above BFE=DFE
- Commercial applications are required to be one-foot above BFE=DFE per ASCE-24
- Residential applications are required to be equal to or above the BFE=DFE per R322 or if designed by alternative (ASCE-24) to be one-foot above BFE=DFE
- For interior alterations (no extension of footprint) perform 50% analysis
- For additions (expansion of footprint) determine Pre-FIRM or Post-FIRM
- Pre-FIRM: (prior to September 1979)
  - Determine structural loading (connection)
  - No alteration of load-bearing requirements of existing – yes
  - Attached to building with minimal connection – yes
  - Only a 36" door connecting addition and existing – yes
  - Less than 50% - yes
  - Addition can be at base structure elevation
  - If any comment above is answered "no" the addition shall be at or above BFE as required.
- Post-FIRM:
  - Determine BFE at time of structure built & current BFE
  - If BFE unchanged addition must meet or exceed BFE (regardless of 50%)
  - If BFE is higher and work less than 50% must meet existing elevation
  - If determined to be greater than 50% and structurally connected the entire structure shall meet elevation requirements.
  - If determined to be greater than 50% and not structurally connected only the addition shall meet BFE elevation requirements.

History: Removed references to 5<sup>th</sup> Edition of FBC & added threshold inspection information,