



## INSTRUCTIONS FOR FILLING OUT PERMIT APPLICATIONS

### When must a permit be obtained?

- Brevard Public Schools' jurisdiction extends to 82 schools and 32 ancillary sites owned by the Board. Any person, organization, authorized agent, contractor, or volunteer group that regardless of size and cost, plans to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure must apply for a permit. Signed & sealed construction documents prepared by licensed architect required for new construction and where spaces are remodeled or altered.
- School Initiated or Volunteer projects must fill out the agreement and acquire all approvals prior to applying for a permit. Permit requirements will be clarified during that process.
- Exceptions: Ordinary minor maintenance and repair work that does not alter compliance with Florida Building Code such as painting, turf maintenance, replacement of component parts, placement of furniture and equipment that does not violate the code. Alterations or refurbishments to existing electrical, mechanical, plumbing, gas, and non-structural systems may be performed under an annual facility maintenance permit provided page one of the permit application is filled out and submitted to the office. Applicant is required to keep a detailed record of each alteration or refurbishments. Any of the aforementioned work that impacts a structural component will require a permit. Permitting office will conduct inspections.

### Completing and submitting the application:

- The contractor provides all information on pages 1 -3 of the application along with the subcontractor listing information as applicable. Copies of licenses and insurance certificates for each contractor are to be attached to the application. District administrators will assist with this effort where additional information needed. The architect or engineer will assist where required forms will need to be filled out and sent to the Florida Department of Education. **Florida Building Code Chapter 1, Section 105.3 and Florida Statute 713.135(6) (a) requires all permit applications be signed by the contractor and the owner.**

### Why do I need to submit three sets of plans?

- One set of plans will be reviewed and returned to the contractor as the permit plans. One set will be kept by the permitting office. One set will be transmitted to the BPS Facilities for archive.

**What are the insurance requirements?**

- Certificate of insurance coverage requirements must not be less than the limits specified by the district. The school site must be named and School Board of Brevard County, Florida must be listed as an additional insured.

**Why is the OEF 208A Facilities Space Chart/Net & Gross Square Footage Chart so important?**

- Each school district receives funds from the state based on what is on the approved space charts and districts manage their property assets with this form. The space chart for each school must be updated when new or remodeling work complete.

**What should I know about asbestos containing materials?**

- It is not always possible to tell if certain materials contain asbestos; this can only be determined by testing. Suspect materials that may contain asbestos include surfacing materials in ceilings, walls, and structural members in buildings constructed prior to 1981. Insulation found in pipe work, valves, elbows, or ductwork installed prior to 1981. Ceiling tiles, linoleum-vinyl flooring, baseboards, and adhesives installed prior to 1981. Caulking materials around doors, window frames, walls. Windowpane glazings. Roofing materials including felts, tarpaper, and shingles. Exterior sidings made of cementitious materials. Fire doors, partitions, lab apparatus. Gasketing materials. Automotive brake linings and clutch pads. This listing is a sample; other building materials may also contain asbestos.
- Asbestos is most hazardous when it crumbles or is friable. Some materials are more friable than others.
- If a contractor is tasked with impacting a building material that may contain asbestos, the work may not be performed until it has been determined that the materials do not contain asbestos. To verify, contact the Brevard Public Schools Office of Environmental Safety at 321-633-3580 X13074. A specialist within that office will make a determination. The specialist will typically reference existing asbestos site specific survey data.

**What should I know about lead-based paints?**

- Federal Rule 40 CFR 1910-745 regulates lead-base paint operations in child occupied facilities constructed before 1978. Brevard Public Schools applies this procedure to all of its buildings. Prior to sanding, grinding, or otherwise abrading painted surfaces, contact the Brevard Public Schools Office of Environmental Safety at 321-633-3580 X13074.