



Annual Facility Permit Standard Operating Procedures

PURPOSE:

1. To provide a procedure for issuing Annual Facility Permits for the purpose of enabling owners of buildings, utilities, and governmental agencies to conduct routine or emergency servicing, repair, replacement and refurbishing of their service systems, building components by a licensed contractor. The annual permit is issued in recognition of the need to ensure non-interruption of service, and to afford the ability to affect repairs, replacements, non-structural work, and cosmetic renovations in a timely manner without awaiting a specific permit in advance as required on new work.
2. To facilitate a permit and inspection process for the Annual Facility Permit (AFP), in compliance with Section 105.1.1 and 105.1.2 of FBC.
3. To classify parameters of work under the scope of an Annual Facility Permit.

POLICY:

A single permit may be issued to owners routinely engaged in repairing, replacing, refurbishing, or renovations to their service systems, building components, with a licensed contractor. The Annual Facility Permit shall incur a Building Permit Fee and shall be valid for one calendar year. The annual permit shall authorize the holder to perform only the scope of work as generally described herein.

LEGAL AUTHORITY:

Florida Building Code ("FBC"), Sections 105.1.1 and 105.1.2.

105.1.1 Annual facility permit. In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. **The building official shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary.** An annual facility permit shall be assessed with an annual fee and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

105.1.2 Annual permit records. The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated.

PERMIT REQUIREMENTS:

Repair, Refurbishing, Replacement and Minor Remodeling:

An Annual Facility Permit may be issued for work involving the repair, refurbishing, or replacement of building service systems, not affecting life safety or life safety systems, and building components by a licensed contractor.

1. Apply for an Annual Facility master application online.

- The application will generate a minimum \$50,000 job value for Building and \$25,000 for MEP Trade Disciplines
- The permit shall be revised to update the job value at the end of the project.
- If DERM approval is required, you must submit it directly to Miami-Dade County prior to commencing work. *(required if scope of work is over 160 SF)*

Environmental Resources Management

DERM Air Quality Section; Overtown Transit Village North

701 NW 1st Court, Miami, FL 33136

305-372-6789

2. Upload documents in ProjectDox.

- Permit Application (signed and notarized by owner/tenant/lessee and licensed contractor)
- Annual Facility Affidavit of Compliance (signed and notarized by licensed contractor)

3. Issue permit and pay required permit fees.

- Pay AFP fee, obtain sub-permits per trade, and pay applicable trade permit fees.

4. Complete sub-permit application(s), as applicable, for each required sub-trade (follow Steps 2–4).

ANNUAL FACILITY ALLOWABLE SCOPE AND LIMITATION

Please see attached Exhibit A: ALLOWABLE SCOPE OF WORK for a list of work allowed under AFP and its limitations

GENERAL LIMITATION:

1. The Annual Facility Permit will expire 365 days from the date of issuance, at which point the building owner or tenant must obtain a new permit if continuing maintenance work on the building.
2. A separate Annual Facility Permit is required for each facility and trade.
3. Annual Facility Permits cannot be issued for properties with open violations related to work without a permit.
4. Annual Facility Permits cannot be issued for change of occupancy purposes or if a Certificate of Use is required by Zoning Department. (No CC/CO is issued with Annual Facility Permit)
5. Additional work that falls under the annual facility permit scope may be added at any time during the one-year period. Plans for this additional work shall be submitted to the city as a revision to the permit.
6. All altered areas must comply with Florida Building Code (FBC) accessibility standards and requirements.
7. The permit holder must maintain a signed, on-site, detailed work log of all alterations performed, including location of work, as well as date the work was performed. Licensed contractor who performed the work documented on the on-site log must sign the work log.
8. The permit holder must schedule and complete inspections as work is performed. Inspectors shall collect as-built plans and certification letters along with copy of on-site, detailed work log. The detailed log must

be submitted to the building official for the permit record prior to permit expiration.

9. The building official shall always have access to the log and retain the right to conduct inspections at the facility site as needed. Random audits and periodic inspections may be performed by the City of Miami Building Department; any work inspection by audit or periodic inspection which does not meet the minimum standard of the Florida Building Code will need to be re-inspected by a city inspector.
10. Work that exceeds the scope of the Annual Facility Permit or does not meet the minimum standard of the FBC shall be subject to additional permitting requirements as determined by the building official.

INSPECTION PROCEDURES:

As work is being performed, the contractor shall request an inspection.

Prior to the completion of project, contractor required to call in progress inspections.

At the time of inspections, the contractor shall have the

- As-built Plans (Signed and sealed by Architect or Engineer)
- As-built Letters (Signed and sealed by Architect or Engineer)
 - *The as-built certificate and plans must indicate that the structure will comply with the minimum requirements of the current Existing Florida Building Code (FBC).*
- Detailed work log

The permit holder shall list / identify all work performed on the attached log form (or similar form prepared by the building owner or operator). The Building Division personnel shall perform all required inspections and periodic inspections, and/or any additional inspections necessary or requested by the permit holder. At the end of the permit validation period, a copy of the log shall be filed with the service permit in the Building Division's public records section.

PERMIT CLOSEOUT:

Throughout the year, if additional work is required under the facility permit, the applicant will amend the permit accordingly.

Prior to the end of the 365-day permit period, the contractor will notify the Department to close out the permit.

Contractor shall revise the permit cost to reflect the total on the detailed work log.

Exhibit A: ALLOWABLE SCOPE OF WORK

Building (Architectural) - Work Allowed	Building (Architectural) - Limitations
Non-Load bearing Partitions	No change in group, occupancy load or exit access patterns, or increase the fire hazard allowed.
Doors	Alterations cannot increase the allowable travel distance or create dead-end corridors.
Modular furniture	
Ceilings	Altered elements cannot be part of a fire-rated assembly or smoke partition(s).
Flooring	Doors which are required to be self-closing cannot be altered.
Replace cabinets and tabletops	Fire-rated plenums or ceilings must be replaced within the same working day.
Demolition	Any scope of work over 160 SF that requires DERM review and approval prior to commencement. Applicants shall contact Miami-Dade County directly for approval at: Environmental Resources Management DERM Air Quality Section Overtown Transit Village North 701 NW 1st Court, Miami, FL 33136 305-372-6789
Mechanical - Work Allowed	Mechanical - Limitations
Replace the exhaust fan	Same location
Replace of Chiller Water piping & Installation	Same location
HVAC	Like for like
Ductwork relocation and replacement	Ductwork cannot penetrate or be installed in a fire-rated assembly.
Diffuser relocation and replacement	Changes cannot affect smoke evacuation system or fire alarm duct mounted smoke detectors connected to the fire alarm system.
Electrical - Work Allowed	Electrical - Limitations
Low Voltage / Interior wiring	
Branch circuits relocation and replacement	Altered elements cannot be installed within or penetrate a fire-rated assembly.
Lighting fixture relocation, replacement, or removal	Branch circuits not to exceed 60 amps and 240 volts.
Receptacle outlet relocation, replacement, or removal	Lighting circuits not to exceed 20 amps and 240 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.
	No Exit Lights relocation
	No Electrical Panel relocation
Plumbing - Work Allowed	Plumbing - Limitations
Sink replacement	Existing fixtures cannot be relocated

Toilet replacement	New fixtures cannot be added. No relocation
Urinal replacement	No relocation
Electric water heater replacement	Not to exceed 60 AMPS
Drinking fountain replacement or relocation	New water heaters (non-replacements) cannot be installed under an Annual Facility Permit. (Same size and wattage as those being replaced only.)
Repair and replacement of damaged vent, waste, and water piping. (Extensions and new connections are prohibited.)	

Plumbing Gas - Work Allowed	Plumbing Gas - Limitations
Cap-Off	
Appliances replace	Like for Like
Fire - Work Allowed	Fire - Limitations
Fire Alarm (<20 devices)	Fire alarm system alteration of a total of 20 or fewer initiating devices and notification devices, or the installation or replacement of a fire communicator connected to an existing fire alarm control panel.
Fire Sprinkler (<20 heads)	Fire protection system alteration of a total of 20 or fewer fire sprinklers in which the sprinklers are of the same k-factor and located in spaces where there is no change of hazard classification or increased system coverage area, or the installation or replacement of an equivalent fire sprinkler system component.

ANNUAL PERMIT DETAILED LOG OF WORK PERFORMED

PERMIT NUMBER:				
JOB ADDRESS:				
Date	Location Floor/Office #/Unit#	Work Description	Value of Work	Contractor Name/Signature
END OF YEAR TOTAL \$				