



OKALOOSA COUNTY SCHOOL DISTRICT

MIS 2140
Rev. Oct 21, 2015

FACILITIES PLANNING and MAINTENANCE DEPARTMENT

Site-Based Facility Improvement Project

Schools or departments requesting to begin a site-based facility improvement should meet with district staff in the Facilities Planning and Maintenance Department to ascertain the viability of an improvement project and obtain written approval to proceed. Guidelines for site-based facility improvement projects are attached to this form. Contact the Building Official's office if you have any questions 850-685-2500.

Detailed instruction for submitting this form are attached

Date: School/Facility:

Funding source (required):

Project Description - what do you want to do? *Does your project require the addition or removal of any walls, electrical, HVAC, fire alarm systems, or doors. Please describe below. (fill-in form)*

Estimated Cost: \$	<input type="text"/>

Once you have entered the information above, please PRINT this form, SIGN and RETURN the original to the Facilities and Maintenance Department, Carver Hill Complex, Crestview, or fax to 689-7410.

Please note that no work should begin until written approval is received and the proper building permit (if required) is issued. See requirements below.

Principal / Site Based Administrator Date

This Section to be completed by District Offices.

Director, Facilities Planning and Maintenance Date

Assistant Superintendent for Operations Date

Chief Financial Officer Date

Facilities Date

☐ Approved to move forward with facility improvement project described above. See any requirements noted in section below.

☐ Not approved to move forward with facility improvement project described above

Reason for non-approval:

- ☐ Plans are required _____
- ☐ Certified or registered general or building license required _____
- ☐ Permit Required through School District Building Official's office _____

Building Official Date

SITE BASED FACILITIES IMPROVEMENT PROJECT

For a construction, renovation or repair project that is undertaken by a school, MIS 2140 ([Site-Based Facility Improvement \(SBFI\) Project](#)) form must be completed and submitted to the SBFI Committee for approval. No work should begin until written approval is received and the proper building permit (if required) is issued.

The request should include, but is not limited to the following:

1. Project Description; What do you want to do? Does your project require any modification of or rearrangement of; classroom or office, wall or base cabinets, space, addition or removal of walls, electrical, HVAC, fire alarm or sprinkler system, doors, windows, ceilings, data, or communication?
2. A funding source is required.
3. Project Cost Estimate - Either an estimate or quote for the work must be included when submitting the form.
4. Have the appropriate school based administrator sign the form and send to the Director of Facilities Planning & Maintenance Office at Carver Hill Administration Building in Crestview.
5. Approval is required of the SBFI Committee which includes:
 - a. Director, Facilities Planning and Maintenance
 - b. Assistant Superintendent of Operations, and is
 - c. Reviewed by the Building Official (possible site visit may be required)

Once approved by the committee the request/form is sent to the [Finance Department for the Chief Financial Officer's review and approval](#).

If approved and no plans or permitting are required then work may begin once you have received written notification.

If approved and plans are required you may begin the application for plan review (and permit if required) MIS 1456. Inspections must be scheduled with the Facilities Planning Department. Plans and Inspections will be in accordance with Florida Statutes, Florida Administrative Rules, The Florida Building Code, State Requirements for Educational Facilities, Title IX, Florida Accessibility Code, Florida Fire Prevention Code, and National Electrical Code.

Process

1. Complete MIS 2140, Site-Based Facilities Improvement Project Form and send to the Facilities Planning & Maintenance Office.
2. Approval by the SBFI Committee and reviewed by Building Official (site visit could be needed)
3. Approval by Chief Financial Officer
4. If there are no requirements stated by the Building Official you may begin work once written approval is received.
5. If there are requirements needed as indicated by the Building Official on the Site Based Facility Improvement form you should begin the approval process for permitting by downloading and completing MIS 1456 Building Permit / Plan Review Application from the Facilities Planning Department's Forms link.

Licensed contractors or maintenance personnel must make application to Facilities for a Building Permit. Limited work not requiring a General or Building contractor license will be determined by the Building Official in OCSD Facilities Planning Department.

If a permit is required a Certified or Registered General or Certified or Registered Building or one of the other Licensed Contractor's service is required for permitting the project. The licensed contractor must hold current and valid licensure with DBPR (Department of Business and Professional Regulation). Residential Contractors are not allowed to permit or work on Okaloosa County School District properties.

If any architectural design and or engineering services are required for the project the Architect or Engineer of Record must hold current registration by their respective boards for the State of Florida.

Florida Building Code

SECTION 105 PERMITS

105.1 Required.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

6. The project is started and the inspections are conducted by the Facilities Planning Department as per the Florida Building Code.
7. Final inspection is conducted and if appropriate a Certificate of Occupancy or Completion is issued by the Building Official in the Facilities Planning Department.
8. All bills are paid and the permit is closed.

Any questions please call Tom Cox, Building Official, 850-685-2500 or Office 689-2048