

Broward County Public Schools Building Department Policy & Procedure Manual	Section No: BDBP-400-04
	Effective Date: 03-05-2006
Subject: Shop Drawings and Product Approvals	Revision Date: 05-27-2011
	Page: 1 of 3
Approved by: Robert Hamberger, Chief Building Official 	

Purpose:

This procedure specifies the shop drawing and product approval data reviewed and approved by the Building Department.

Scope:

The Building Department has established a list of shop drawings and product approvals required for submittal and review of compliance with codes and district standards. This attached list represents a very small portion of the shop drawings generated during a typical project. An approved copy of all shop drawings and product approvals shall be available to the inspector at the job site.

Definitions:

Shop Drawings and Product Data are drawings, diagrams, schedules, illustrations, performance chart, brochures, etc. prepared by the contractor or any subcontractor to illustrate some portion of the work at a necessary level of detail beyond that normally described by the construction plans and specifications.

Notice of Acceptance (NOA) or Product Approval Data is a package of drawings, details, and engineering calculations prepared by the manufacturer of the product and approved by the Department of Community Affairs as part of the statewide product approval system.

Procedure:

1. Submit all shop drawings and product approvals identified in the attached list prior to start of fabrication or installation to the Building Department for review and approval.
2. Submit all shop drawings for "approved equal" to the Building Department for review and approval.
3. Submit any shop drawings that do not comply with or otherwise deviate in any way from the contract documents and district standards to the Building Department for review and approval.
4. Do not fabricate or install without Building Department approval of the shop drawings or product approvals.
5. Provide a transmittal letter with all shop-drawings and/or product approval submittals with the following information:
 - o Name, address, phone number, and contact person.
 - o Name of the project and project number and permit number.
 - o Description of what is in the submittal package.
 - o Related specification section number.
 - o If a deviation from permitted plans or specs, a description of the deviation and why.
 - o If approval is for "approved equal" provide a brief description of differences.

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6. Submit two (2) complete sets of documents. The Building Department will retain one copy and return the other indicating review with "See Comments" or with "No Comments". If the comment indicates revise and re-submit, applicant shall correct and resubmit the package. If applicant wants more than one marked up set returned, they shall make prior arrangements before submittal.
7. Prior to submittal to the Building Department the documents shall have the Architect/Engineers approval or reviewed stamps on the documents.
8. Review the attached matrix to determine if the shop drawings and/or product approvals identified are required to be signed and sealed
9. Unless otherwise noted, shop drawing review will not relieve the contractor of responsibility for any deviation from code compliance and/or requirements of the contract documents.
10. All shop drawings required by the specifications, even those not requiring Building Department approval, shall be on the job site and available to the Building Department Inspectors for inspection purposes.

Internal Processing of Shop Drawings and Product Approval in the Building Department:

1. Permitted projects are filed with the list of shop drawings and product approvals listed in the attached matrix. Once the documents are received and the project name and number verified, the following additional information is entered into the Building Department Database under Project Submittals: Storage Location, Document Type, Date Received, Quantity Received and Reviewed By.
2. Stamp the documents with the date and the document tracking number on the first sheet of each bound set, then distributed to the Plan Examiners according to the Review by Discipline indicated on the attached matrix.
3. Plan Examiners shall first determine if the submittal package is complete and accurate, if it is not complete then identify the deficiencies and return the submittal package to the permit clerk for return to sender. If the submittal package is acceptable then complete the technical review within ten working days of receipt of documents, log comments into the database under Project Submittals for the document number marked on the submittal stamp and sign the first page each bound set, attach a print of the plan review comment report of any comments, mark the review check box in the database indicating the shop drawing review is complete, pass on to next reviewer or if last reviewer to the permit clerk to complete the process.
4. The permit clerk shall prepare the transmittal, log out the submittal by entering into the database the return date and status, contact the applicant and inform them that the documents are ready for pick-up, and file our set.

Broward County Public Schools
Building Department

Required Shop Drawings and/or Product Approvals to be submitted for BCPS Building Department review/approval. (Depending on scope of work some listed may not be applicable.)		Building	Structural	Fire Safety	Plumbing/ Mechanical	Electrical or Elect. Systems	Key Note	Key Note
SD-01	Structural wall panels (till-wall shop drawings)	✓	✓				SS	NOA
SD-02	Exterior Door Product Approval (Impact/Fire)	✓		✓				NOA
SD-03	Exterior Window Shop Drawings/Product Approval	✓		✓				NOA
SD-04	Exterior Louver Shop Drawing/Product Approval	✓		✓				NOA
SD-05	Interior Fire and/or Smoke Doors and hardware	✓		✓				NOA
SD-06	Egress Gates and panic hardware	✓		✓			SS	NOA
SD-07	Steel Joist fabrication & shop drawings	✓					SS	
SD-08	Rooftop Equipment - Wind Load requirements	✓	✓		✓		SS	NOA
SD-09	Fire Sprinkler/Fire Pump Shop Drawings to include piping, valves and hydraulic calculations			✓	✓	✓	SS	
SD-10	Fire Alarm Layout & Smoke Detection system			✓		✓		
SD-11	Emergency Generator Shop Drawings			✓		✓		
SD-12	Lightning Protection Shop Drawings			✓		✓		
SD-13	Kitchen Hood - Fire Suppression System			✓		✓		
SD-14	Kitchen Hood - Mechanical - fans/ductwork				✓	✓		
SD-15	Site lighting shop drawings, including photometric diagram and structural support submittal for poles.		✓			✓	SS	
SD-16	Intercom System Shop Drawings					✓		
SD-17	Transfer Switch (Emerg./Fire Pump) product manuals			✓		✓		
SD-18	I.T.V. Towers; include structural & calculations.		✓			✓	SS	
SD-19	Aluminum Walkway Shop Drawings w/ lighting	✓	✓			✓	SS	
SD-20	Gym Bleachers/Telescoping Seating	✓	✓			✓	SS	
SD-21	Stadium Bleacher Shop Drawings	✓	✓	✓			SS	
SD-22	Stadium Press Box - Modular/DCA approved plans	✓	✓	✓			SS	NOA
SD-23	Stadium Sports lighting shop drawings. (photometric diagram and structural support submittal for poles.)		✓			✓	SS	
SD-24	Stadium or Auditorium Wheelchair Lifts	✓	✓			✓	SS	NOA
SD-25	Steel/Aluminum Stairs - fabricated	✓	✓				SS	NOA
SD-26	Scoreboards - steel, concrete & foundation plans & calculations	✓	✓			✓	SS	
SD-27	Sewer Lift Station Shop Drawings (BCEPD Approved)				✓	✓		
SD-28	OTHER - Shop Drawing/NOA's as required by CBO							
Roofing - SEPARATE SUB-PERMIT REQUIRED								

Key Notes: SS = Signed & Sealed, NOA = Notice of Acceptance