



**CITY OF ORLANDO  
BUILDING & FIRE CODES BOARD OF APPEAL**

**MINUTES  
July 11, 2014**

**9:00 AM**

**City Hall, 2nd Floor  
Agenda Conference Room  
400 South Orange Avenue  
Orlando, Florida**

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**I. Call to Order**

Crystal Jenkins called the meeting to order at 9:08 AM.

**II. Roll Call**

The following Board members were present: Crystal Jenkins, Mitesh Smart, Bryan Spangler, Saila Alath

Board Members absent: Rusty Graf, Paul Straubinger, Jonathan Cantwell

Also in attendance: Alison Brackins – Assistant City Attorney, Bob Pike – Permitting Services, Timothy Johnson – Permitting Services, Crystal Emeric – Recording Secretary

**III. Old Business**

A. Motion was made by Bryan and seconded by Saila for approval of the May 2, 2014 meeting minutes. Motion was unanimously approved.

**IV. New Business**

A. For information only: New Commercial Pools & Spas

- Tim updated the Board on the new legislative statute, effective July 1, 2014, requiring all commercial pools and spas to have proof of application through the Department of Health prior to receiving their permit and approval prior to receiving their certificate of completion/occupancy

B. New submittal requirement

- Tim updated the Board on the upcoming new submittal requirements. Permitting is currently working on an FTP site for electronic submittals. The implementation of these two requirements will provide improved plan review turn-around time & provide a copy of building plans to the property appraiser's office. This is an interim requirement until EDIS is implemented.

- Six set plan submittal process scheduled to take effect on August 4, 2014. This will exclude single family homes, pools, sheds, signs, fences, etc...

- Electronic plans copy (excluding sheds, signs, fences, etc...) requirement for:

- floor plans
- site plans
- elevations (non-detailed)

This is due prior to receiving a final inspection or certificate of occupancy / completion.

C. For Information only: Update on EDIS (Economic Development Information System)

- Tim provided a brief overview of the new system currently being worked on for implementation. Once implemented, this green model will increase turnaround plan review time and allow accessibility for development and public safety. Copies of plans will be certified and approved under the specific address / location to avoid plan duplication.

D. Retreat Update:

- The Board will be notified once a speaker and set date has been obtained.

E. Open Position: Fire Protection Engineer:

- The position will remain open until filled; several interviews have been conducted.

V. Meeting adjourned at 9:37 AM.

Respectfully Submitted,



**Timothy Johnson, AIA, NOMA**  
**Permitting Services Manager**  
**Building & Fire Codes Board of Appeal**



**Crystal Emeric**  
**Recording Secretary**  
**Building & Fire Codes Board of Appeal**