

WELCOME TO THE “THE DISTRICT”

The Central Florida Tourism Oversight District (the District) is the local Authority Having Jurisdiction (AHJ) for building code and fire code enforcement within District boundaries, which encompasses all Walt Disney World areas, including Disney Springs and Flamingo Crossings.

Now that your business has been approved for occupancy, periodic inspections and tests will be required to help maintain code compliance for guest and cast/employee safety. The following is a guide to help with your awareness and planning for these recurring events.

All Facilities – Annual Emergency Power Test (AEPT) – Per the *EPCOT Electrical Code (Section 700.1)*, each building that requires emergency lighting will be tested annually. The test date is predetermined by the Building & Safety Department. This test will require the following:

- 1) Access to and throughout your facility – *your responsibility*.
- 2) An electrician provided by you to shunt the normal power (restore power after the test is complete) for your location – *your responsibility*.
- 3) Testing occurs overnight and always on a Thursday night into Friday morning.
- 4) Testing will include the following:
 - a) Measuring required emergency lighting using calibrated light meters.
 - b) Verification that exit signs illuminate.
- 5) A report of the results of any noncompliance items will be issued and will require your attention to make repairs to keep the facility code compliant.
- 6) **Additional items that will be tested, if your location includes these elements:**
 - a) All required overhead coiling fire doors, horizontal fire doors and other held open fire doors
 - b) Smoke management system
 - c) Elevators
 - d) Guest restroom roof top exhaust fans that are required to operate on emergency power
 - e) Solid fuel cooking appliances with exhaust fans required to operate on emergency power
 - f) Any other special feature that might be included in your specific business required to operate with loss of power

Facilities with Elevators – The District is responsible for inspections of elevators, including the renewal of operating certificates. The following information outlines pertinent information for owners about the Elevator Inspection Program:

- 1) Inspections and frequency:
 - a) Elevators
 - Two 6-month routine inspections per year.
 - One annual no-safety test or one annual pressure test per year, initiated by your elevator contractor and witnessed by District elevator inspectors. Owner or elevator contractor must coordinate between all parties.

- Once every five years a 125% Load Test of traction elevators conducted on emergency power during the scheduled AEPT. Testing is conducted by the elevator maintenance contractor and witnessed by the District elevator inspector.
 - Once every five years a Full Load Test on normal power of traction elevators. Testing is conducted by the elevator maintenance contractor and witnessed by District elevator inspectors.
 - Once every year elevator emergency power test completed during the scheduled AEPT.
- b) Escalators
- Two 6-month routine inspections per year. Elevator maintenance contractor support required.
- c) Other lifts (material, ADA wheelchair, or other conveyances)
- Two 6-month routine inspections per year.
 - For applicable units, one annual test per year, initiated by your elevator contractor and witnessed by the District elevator inspectors. Owner or elevator contractor must coordinate between all parties.
- 2) Elevator inspections that result with violations: If an inspection results with a citation being issued, each citation must be resolved, reinspected and approved within 90-days after the date of the citation being issued. If a citation is not resolved during the 90-day correction period, the impacted unit must be taken out of service until corrections have been made and approved.
- a) Citations are issued electronically via email to the owner or owner's representative we have on file. It is the owner's responsibility to ensure we have up to date contact information for your location, especially email addresses.
- b) Per state statutes, it is the responsibility of the owner of elevators and escalators to provide completed forms signed by the elevator maintenance company and the owner of the elevator/escalator certifying the violations have been resolved within 90 days (*FS 399.105*).
- c) When citations have been repaired, the District requires these completed signed forms to be uploaded to the online system, Accela Citizen Access (ACA). Once uploaded, the re-inspection date is auto populated by the system. The District will review the form for completeness and may require additional coordination with the owner and elevator maintenance company prior to the inspection. Please contact the District permitting office at Permitting@oversightdistrict.org to request login credentials for ACA.
- d) Some citations will require support from the building owner and/or the elevator contractor in order to demonstrate repairs have been made. Coordination with those groups and District elevator inspectors must be completed in advance. Please reach out to Permitting@oversightdistrict.org to coordinate District elevator inspectors to witness the repairs.
- 3) Operating Certificates:
- a) All elevators, escalators, moving walks, material lifts, ADA wheelchair lifts and dumb waiters, require annual renewal of Operating Certificates. Operating Participant Operating Certificates expire each year on February 1st. All citations related to inspections must be corrected and inspected, and renewal fees paid prior to issuance of a new Operating Certificate or units must be taken out of service.
- 4) Incident reporting involving elevators, escalators, moving walks, material lifts, ADA wheelchair lifts and dumb waiters (aka vertical transportation units):
- a) Per state law, an owner is required to report any incident involving a vertical transportation unit within five days of the incident. Incidents are reported electronically to the District via ACA. Depending on the incident, a follow-up inspection will be conducted. Incidents with injuries will require an inspection with a District elevator inspector before the unit can be put back into service.
- b) Step-by-step instructions on how to upload signed forms to ACA can be found on the Department website.

Facilities with Pools – The Florida Department of Health (DOH) regulates swimming pool certifications. New, alterations or repairs to swimming pools require a permit through the DOH and the District. See the Swimming Pool Permit Requirements for full details found on the Department website.

Facilities with Grease Interceptors/Traps – Most restaurants and any facility with cooking equipment such as food & beverage locations, have grease interceptors or traps required to protect the sanitary sewer system. As part of the permitting process, a specific cleaning frequency was submitted, reviewed and approved to establish the minimum size of the interceptor/trap.

- 1) The interceptor/trap is required to be maintained within the approved frequency. The Utility Permit issued by WDW Environmental Services for the trap installation should specify the cleaning frequency. Failure to maintain the interceptor/trap may result in the inappropriate discharge of fats, oils or grease into the sanitary sewer system, which may result in blockages. These blockages may result in the closure of business(es) until the issue is resolved.
- 2) Periodic inspections by Reedy Creek Energy Services (RCES), or WDW Environmental Services, may result in required cleaning of the downstream sanitary sewer system, if a lack of maintenance is determined.

Facilities with Backflow Prevention Devices – All backflow prevention devices installed on water systems of the facility must be certified for proper operation on an annual basis. The owner/operator of the business shall maintain proper records of the recertification and present to the Building Official of their designee upon request. Failure to maintain the backflow preventer certifications may result in the water supply being turned off to the facility until such time as the certifications can be verified. Additional chlorination and bacteriological testing of the water systems may be required as part of this process if the Building Official, or their designee, has reason to believe the water system may have been compromised by failure to maintain the backflow preventers. (*EPC 312.10* and *EPC 610*)

Fire Prevention Inspections – Fire Prevention inspections and Code Enforcement shall be conducted to ensure compliance with adopted codes and standards. District Fire Department (DFD) is the authority having jurisdiction for Fire Inspections.

- 1) Fire Prevention Inspections are conducted by DFD unless otherwise noted below:
 - a) An DFD inspector shall contact the tenant to schedule a fire and life safety inspection of the property.
 - b) The inspector shall have access to the entire property during the inspection.
 - c) It is requested that the tenant accompany the inspector during the inspection.
 - d) The tenant shall provide documentation for all fire and life safety system inspections and repairs, that are required to be maintained in accordance with the *Florida Fire Prevention Code*.
 - Fire Sprinkler Systems – shall be inspected and tested quarterly and annually in accordance with *NFPA 25* by qualified personnel.
 - Kitchen Systems – shall be inspected and tested by properly trained, qualified and certified persons every 6 months, or at frequencies recommended by the manufacturer in accordance with their listings.
 - Fire Alarm Systems – shall be inspected and tested annually by a licensed fire alarm contractor.
 - Fire Extinguishers – shall be inspected monthly by tenant and documented. In addition, a certified fire extinguisher technician shall service fire extinguishers annually.
 - e) Any fire or life safety violation noted during the Fire Prevention and Code Enforcement inspection shall be documented in a report that requires a signature from the tenant. A copy of the report shall be emailed to the tenant.

A follow-up inspection shall be scheduled after 30 days to re-inspect any corrected violations.

- 2) Frequency:
 - a) Fire Prevention inspection and Code Enforcement inspection frequencies shall be not less than the following:
 - Assembly – annually
 - Business – triennially
 - Hotels and dormitories – annually
 - Industrial – dependent on the hazards
 - Mercantile – triennially
 - Storage - dependent on the hazards
- 3) Additional Services:
 - a) Fire Prevention offers other services on request to customers, such as, fire drills and public education. Please email fireprevention@oversightdistrict.org for additional information.

Permits for Renovations, Additions and Repairs – Per the *EPCOT Building Code (Section 301.1 (a))*: Any owner, authorized agent, person or contractor who desires 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 electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work.

- 1) Examples of when a permit would be required include some of the following (note this is not an all-inclusive list.):
 - Alterations to walls, doors or ceilings
 - Any work that takes place in a rated wall
 - New or replacement signage
 - New dining room tables, counters
 - New awnings, canopies or umbrellas
 - Alterations, repairs or additions to the plumbing, mechanical, electrical, fire sprinkler systems, fire alarm systems and gas systems
- 2) All permit applications are submitted through the online permitting system ACA. Complete instructions on how to apply for a permit, along with all Department Policies, Forms can be found at: <https://www.oversightdistrict.org/building-department/>. Additional questions can be emailed to the permitting office at Permitting@oversightdistrict.org.