

# Building Permit Checklist

Project Details		Permit #	
Project Name		Project #	
Project Client		Work Order#	
		Dig Permit #	

## Building Permit Checklist – Validation of Code Compliance

**BUILDING PERMIT IS REQUIRED per CBC Title 24, Part 2, Vol 1, Section 105 Permits:** 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.

**CBC Title 24, Part 2, Vol 1, Section 107 Submittal Documents:** Submittal documents shall be prepared by a registered design professional, EXCEPTION: building official is authorized to wave submission and data not created by design professional if work is such that review of construction documents is not necessary to be code compliant.

**PROJECT per SUAM 9700** includes erection, construction, alteration, painting, repair, or improvement of any state structure, building, road or other state improvement of any kind. **SSU complies with following Codes through 12/31/2022:**

- 2019 CA Building Standards Administrative Code
- 2019 California Building Code
- 2019 California Electrical Code
- 2019 California Mechanical Code
- 2019 California Plumbing Code
- 2019 California Energy Code
- 2019 California Fire Code
- 2019 California Green Building Standards Code
- 2019 California Reference Standards Code
- CCR Title 19. Public Safety: Division 1. State Fire Marshal
- 2016 NFPA 13-Installation of Fire Sprinklers\*
- 2016 NFPA 14-Installation of Standpipe and Hose System
- 2016 NFPA 20- Installation of Stationary Pumps for Fire Protection
- 2016 NFPA 24- Installation of Private Fire Service Mains and Their Appurtenances\*
- 2013 NFPA 25- California Edition, Inspection, Testing & Maintenance of Water Based Fire Protection System
- 2016 NFPA 72- National Fire Alarm and Signaling Code\*  
\*as amended by California

**Building Permit Exemptions - Exemptions shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the code or any other laws or ordinances of the jurisdiction(s).**

### 13 Building Exemptions:

- 01 One story accessory structure not greater than 120 ft<sup>2</sup>
- 02 Fences not over 6 feet high
- 03 Oil derricks
- 04 Retaining walls not supporting surcharge, not over 4' from bottom of footing
- 05 Some water tanks
- 06 Sidewalks not part of accessible route
- 07 Painting, papering, tiling, carpeting, cabinets, countertops, similar finish work
- 08 Temporary motion picture, TV and theater stage sets/ scenery (not including stages)
- 09 Some shallow prefabricated swimming pools accessory to a Group R-3 occupancy
- 10 Shade cloth structures constructed for nursery or agricultural purposes, not including service systems

- 11 Playground equipment that is accessory to detached 1, 2-family dwellings
- 12 Some window awnings in Group R-3 and U occupancies
- 13 Non-fixed, movable fixtures, cases, racks, counters, partitions not over 5'9" high

### 3 Electrical Exemptions:

- 14 Minor repair work, including replacement of lamps or connection of approved portable electronics to approved permanent installed receptacles
- 15 Radio & TV Transmitting Stations
- 16 Temporary testing systems required for testing of electrical equipment

### 2 Gas Exemptions:

- 17 Portable heating appliances
- 18 Removal of any minor part that does not alter approval, safety of equipment

### 7 Mechanical Exemptions:

- 19 Portable heating appliances
- 20 Portable ventilation equipment
- 21 Portable cooling unit
- 22 Portable evaporative coolers
- 23 Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code
- 24 Replacement of any part that does not alter its approval or safety
- 25 Self-contained refrigeration system containing 10 lbs. or less of refrigerant and actuated by motors of 1 horsepower or less

### 2 Plumbing Exemptions:

- 26 Stopping of leaks in drains, water, soil, waste, or vent pipes.
- 27 Cleaning of stoppages or repairing of leaks in pipes, valves, or fixtures and removal and reinstallation of water closets

## PRE-PROJECT

- Create Project and WO**
- Define scope of work (2-5 hours)**
  - Meet client and summarize on 11x17 one-page summary of existing/ proposed intent. Review as-built drawings to understand existing conditions and evaluate feasibility
- Develop Project Budget and Schedule**
  - Obtain project approval signed Dean, AVP
  - Obtain project Chartfield & Submit (CFR) to Budget
  - Budget encumbers funds and establishes Project CFR #
- Projects**
  - Programming, Feasibility Studies, Basis of Design
  - Geo-technical and Soils
  - Hazardous Materials Surveys and Testing
  - CO CEQA Review
  - Notice of Intent and PDC & FM coordination for shop efforts

## PRE-CONSTRUCTION

- Solicit services of Architect/Engineer (AE)
- Design Team under contract
- Additional Service Providers, Vendors under Contract
- CASp (projects over \$752K) under Contract
- Permit Preparation: 22-xxx**
  - BOT / CPDC Reviews (if state funded)
  - Third Party Plan Check
  - MEP Peer Review
  - Structural Review
  - CO Fire Safety Division
  - SFM Plan Check
  - DSA Plan Check
  - Local Health Department
  - Permit Signed by Deputy Building Official (DBO)
- Obtain SSU Dig Permit
- SSU Internal Reviews**
  - Space Committee Review
  - Student Disability Services Review
  - EHS Review
  - IT Review
  - Facilities Services applicable Trade Reviews
- Amend State, Non-State Capital Outlay for BOT
- Bidding & Contracting**
  - General Contractor Notice to Proceed (NTP) Issued
  - Project Manager (PM) Under Contract
  - Inspector of Record (IOR) Under Contract
  - BRIP Insurance Enrolled (752K)
  - [Capital Project Management Checklist](#)

## CONSTRUCTION

- Contractor NTP
- Inspections**
  - CASp Inspection and Approval (projects over \$752K)
  - IOR Final Inspection
- SSU Internal Updates**
  - IT, Phones, Data, Directory Updates
  - Keys and Access Updates
- Required for Occupancy**
  - Final Inspection Punch List to General Contractor
  - SFM Inspection
  - Occupancy Change Order
  - File Certification of Occupancy & Completion / Release of Retention (Form [702.02-OCR](#)) Certified by DBO
- Required for Notice of Completion**
  - HVAC Balance Report
  - Keys / Keying
  - Training
  - Final Inspection Punch List Completed
  - Special Inspection Final Report
  - Elevator Inspection
- Other Regulatory Inspection (CASp, Health Dept.)
- Removal of Temporary Facilities
- Final Cleaning
- Commissioning
- Cessation of Onsite Labor
- Other 01700 Requirements
- Certification of Completion (Form [702.02-OCR](#)) Certified by AE, PM, IOR, DBO
- Required for Release of Retention**
  - Spare Parts / Materials (attic stock)
  - Warranties
  - As-Built
  - As-Built Schedules
  - Landscape Maintenance Period Ends
  - Operation & Maintenance Manuals (O&M)
  - Claims Resolved or Funds Held
  - Stop Notices Closed or Funds Held
  - Release of Retention (Form [702.02-OCR](#)) Certified by PM and University Construction Administrator

## PROJECT CLOSEOUT

- Archive in MetaBIM
- Update Space, Facilities Database (SFDB) and Building Updates for annual submittal
- Final Project Budget**
  - Payout of Retention
  - FM Cost Recovery
  - Budget Reconciliation and Return of Unused Funds
- CPDC may require Project Performance Report (PPR) to Chancellor's Office 60-days within Notice of Completion for 2 Major Capital Projects and 1 Small project each year
- Add new systems to Facilities Management Maintenance Schedule
- SSU Customer Satisfaction Survey
- Project Handoff – FPS turns over documents, discuss PMs