



California State University, Chico

Facilities Management and Services

Building Permit Procedure

Which projects require a building permit?

Most building projects on campus are built by Facilities Management and Services or contracted out under their supervision. For these projects, the building permit process is internal and the “customer” does not need to be involved. However, campus departments or auxiliaries that propose to undertake a building project with their own resources or contract out the work must obtain a Building Permit through Facilities Management and Services. The building permit process IS NOT a process to request work from Facilities Management and Services. The Project Request form is the process used for defining the project and obtaining campus approvals. If the project requires a building permit, a pending building permit form will automatically be sent to the requestor with full instructions on what is required.

Purpose and Background

The purpose of the building permit procedure is to formalize the process for construction projects. This procedure ensures that all project planning and code compliance reviews performed by various departments, committees and auxiliaries are completed prior to initiating the actual construction.

Compliance with the California Building Code for construction projects is the responsibility of the Facilities Management and Services department at California State University. As a state institution, California State University, Chico does not fall under the jurisdiction of any local building department. The University is self-enforced for building code compliance and works closely with the State Fire Marshal and the Division of the State Architect, Access Compliance to conform to Title 19 and Title 24 requirements. Facilities Management and Services strives to ensure that all constructions projects are:

- ◆ Compliant with laws and regulations
- ◆ A safe environment for faculty, staff, students and the community
- ◆ A quality and maintainable modification
- ◆ Compliant with the University Master Plan
- ◆ Reviewed to identify the full expense of the project and ensure that funding is authorized prior to construction

Build and inspect per code (State University Admin. Manual, section 9700.04)

“All projects are subject to the numerous codes governing the CSU and public works construction. The Deputy Building Official on each campus is responsible for the building permit process on that campus.” The Deputy Building Official at CSU, Chico is the Director of Facilities Management and Services. “It is required that all projects that erect, construct, enlarge, repair, move, improve, remove, convert, and demolish have a written approval from the Building official except for the minor work as exempted by the CBC.”

Construction phase code requirements (SUAM 9700.04.01)

“All work shall be subject to inspection by the Building Official or a designated Inspector acting in behalf of the Building Official. The Building Official must maintain a written record of required inspection. Work may not progress beyond a required inspection nor shall it be covered up until inspected by the Building Official or designee.” An orange inspection form will be located at each construction site for sign-off during construction.

Guidelines for determining when a building permit is required

A building permit is definitely required when:

- ◆ A contractor will perform work on campus.
- ◆ Walls, doors, windows or other building elements are being modified
- ◆ Carpet is being installed
- ◆ Electrical or mechanical elements are being modified or extended, interior or exterior
- ◆ Energy consumption is increased for building systems.
- ◆ Accessibility is affected (i.e. ADA act)
- ◆ Hazardous materials such as asbestos or lead are exposed, disturbed or removed
- ◆ Signage, interior or exterior, is installed

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- ◆ Partitions are being installed or relocated
- ◆ Systems Furniture is being purchased or relocated
- ◆ Vending Machines are being installed or moved
- ◆ Installations of any equipment in hallways, foyers or building entrances is being planned

Process for building permits

A construction project may be accomplished by one, or a combination of the following methods. All projects begin by submitting a project request form.

- ◆ A Public Works contract administered by Facilities Management and Services.
- ◆ Construction performed by Facilities Management and Services staff.
- ◆ Farm, Housing, Associate Students and auxiliary projects can proceed into the construction phase only after review and approval of all associated contract documents, issuance of a building permit and work to be performed will be under the supervision of a FMS Project Manager.

Projects administered by University areas other than Facilities Management & Services, including Capital Improvement projects:

- 1) Facilities Management & Services receives the Project Request Form. A determination is made by the Building Official if a building permit is required. The design department in Facilities Management will contact the customer with this information and a pending building permit form will be sent.
- 2) The customer returns the pending building permit form, along with the plans, drawings, specifications, calculations or other requested information. For Minor and Major Capital construction, FMS will coordinate these activities.
- 3) The project is taken by FMS Project Manager and/or the requestor to the appropriate University committees for review.
- 4) The FMS Project Manager verifies that the appropriate agency reviews, including the State Fire Marshal and Office of the State Architect for Access Compliance have reviewed and approved the project.
- 5) Once all reviews are completed and returned, FMS determines whether or not to issue the building permit. When the building permit is approved the project can proceed to the bidding phase if it is to be contracted out as a Public Works Project. The plans and specifications must have a title sheet for Architectural, Fire Marshal, DSA and Building Officials signatures.
- 6) The Facilities Management & Services Project Manager will coordinate all construction activities and inspections with the administering department.

Projects administered and constructed by Facilities Management and Services

- 1) Facilities Management and Services receives the Project Request form. The Building Official (or designee) determines the need for a permit.
- 2) The Building Official in consultation with the University Construction Advisory Committee, determines the appropriate project reviewers. All projects receive a general code compliance review. Maintenance projects that replace an item with a like item are not required to obtain a building permit.
- 3) Although preliminary plans and drawings are submitted, final plans and drawings are not usually necessary. The staff members of Facilities Management and Services, Telecommunications and Environmental Management Health and Safety will coordinate on these projects. As-builts will be required for all projects upon completion.

<http://www.csuchico.edu/fms/Projects/projects.html>