
Building Permit Policy

At the California State University, Chico campus, Facilities Management and Services (FMS) administers and is responsible for the campus building permit process. Mike Guzzi serves as the Executive Director of FMS and is appointed Deputy Building Official for CSU Chico. As such, all campus building permits will be issued by FMS.

The purpose of this code is to provide minimum standards to safeguard the public health and general welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all campus buildings and structures. Non-Compliance with these code requirements, and/or project initiated without FMS review and approval could result in making an individual and/or a department personally liable under State Laws.

Building Code Enforcement

Under the Building Code (CBC Section 106.1), no building or structure shall be erected, constructed, enlarged, repaired, moved, improved, removed, converted or demolished without a building permit [written validation] except those projects exempted by code (CBC, Section 106.2); I.e., fences not over 6 feet, cases, counters and partitions not over 5'-9" high, painting, on-grade walks, drives, and platforms."

The responsible building official for each campus shall issue a written validation certificate for each project and each respective campus shall maintain a record of all validations.

When is a Building Permit Required?

All projects require the approval of the Deputy Building Official prior to the start of construction. Furthermore, to insure timely approval of projects originated by campus departments and auxiliaries, it is essential that all projects be coordinated early in the planning phase.

In general, all construction and renovation work requires formal, written approval from the Deputy Building Official prior to the erection, construction, reconstruction, installation, alteration or moving of any building or structure. Changes, alteration, and repairs of a minor nature not affecting structural features, egress, sanitation, fire safety, or accessibility do not require a permit.

See table below for examples of when a permit is, or is not, required:

Requires Permit	No Permit Required
<p>Any activity that may add, alter or modify ADA requirements.</p> <p>Example: <i>New staircase, ramp or modifications to existing path-of-travel that could affect ADA access, restroom renovations & upgrades, repaving and/or restriping a parking lot and landscape work affecting ADA path-of-travel.</i></p>	<ul style="list-style-type: none"> • Repaving an asphalt path, not affecting or replacing a path with specific ADA requirements • Staircase repair, in-kind, with no structural or ADA revisions
<p>Building additions, alterations, renovations and/or space improvements</p> <p>Example: <i>Removing a wall and/or relocating a door, installing a new ceiling, technology & systems upgrades</i></p>	<ul style="list-style-type: none"> • Painting • New blinds • Tiling • Carpeting
<p>Electrical, mechanical, plumbing or building alterations or additions</p> <p>Example: <i>Installing a new electrical panel or new equipment requiring more than a plug or cord. Adding or removing a satellite dish or antenna, replacing major MEP equipment (transformers, generators, fans, AHU's, etc.)</i></p>	<ul style="list-style-type: none"> • Office moves • New window if replaced in-kind • New electrical outlet where existing power is available • Minor repair work • Fencing under 5 feet high
<p>Activities involving buildings or roof structures</p> <p>Example: <i>Installing roof-top equipment or a new roof</i></p>	<ul style="list-style-type: none"> • Roof patching • Ordinary repairs
<p>Any underground or overhead work near or involving major infrastructure.</p> <p>Landscape or surface improvement work which require underground utilities.</p>	<ul style="list-style-type: none"> • Trenching for irrigation lines • Replacement lighting

What Plan Reviews & Approvals are necessary in order to obtain a Building Permit?

The following specific plan review and approvals may be required for all projects (state, non-state, new, remodel, renovation, alteration):

1. **State Fire Marshal (SFM):** University projects are required to be reviewed by the California State Fire Marshall (Health & Safety Code § 13108(c)) (Health and Safety Code, Section 13143; Title 19, California Code of Regulations, Section 3.28(b).) Typically a SFM submittal is required. At their discretion, on small minor projects, deputy SFM inspectors may review and issue field plan approvals.
2. **Access Compliance (ADA):** Access compliance for university projects must be certified by the State of California Department of General Services, Division of the State Architect (DSA) (Government Code Section 4450 et. seq.). A direct submittal can be made to either DSA, and on small projects DSA has committed to providing an informal and expedited review or, more typically, concurrent with a building code plan check to one of the pre-qualified building code plan check firms. The pre-qualified plan check firms are currently authorized by DSA to provide a certified access compliance review in lieu of a direct review by DSA.
3. **Building Code Plan Check:** The CSU is responsible for the enforcement of building codes as approved by the California Building Commission. (Ref. Health and Safety Code Section 18901 - 18949.6 and California Building Code Section 101.17). CSU Chico retains multiple consultants to perform a building code plan review as the agent for the campus building official. The campus building official then has the responsibility to accept (by written validation) the recommendations of the plan review agency.
4. **Seismic Peer Review:** University projects require seismic peer review. A member of the CSU Seismic Review Board shall perform the seismic peer review. The CSU system retains Seismic Peer Reviewers in Master Agreements. In the event of disputes over interpretation of the trustee's seismic safety policy, the full CSU Seismic Review Board shall make a final determination under the authority of the university building official.
5. **Local Health Department Review:** Local county health department review is required for food service and aquatic facilities. (Reference: SUAM Section X, 9203, Codes and Regulations). For CSU Chico, this will be the Butte County Health Department.
6. **Mechanical Systems Review (MSR):** A Mechanical Systems Review (MSR) is required for all major capital projects both state and non-state funded within the CSU System.

Building Permit Process

Introduction

In general, campus construction projects are accomplished in one of two ways:

- 1) Major capital projects with contracts that are administered by PDC and constructed by outside contractors. These projects generally are greater than \$709,000 in value.
- 2) Non-maintenance, repair, or minor renovation projects that are constructed by the Facilities Management Services and/or outside contractors (under the DOC program). These projects are less than \$709,000 in value.

Project Requirements

A project which requires a building permit to proceed into construction may also require some or all of the following, as determined by the Deputy Building Official:

- Complete construction documents (plans and specifications) prepared to professional standards.
- Planning review by FMS Design and Campus Building Official
- Compliance with CEQA (the California Environmental Quality Act).
- Plans checked by an outside agency to include building standards code compliance review (always required), State Fire Marshal review, ADA access compliance review by the Division of the State Architect, the County Health Department, a mechanical peer review and a seismic safety structural peer review.

For all construction projects performed at CSU Chico, by Facilities Management Services, Planning, Design & Construction, or any Auxiliary, the Building Permit Program is administered by FMS. All requirements, as outlined above, must be met prior to the start of construction.

CSU Certificate of Occupancy

The State Fire Marshal Certificate of Occupancy is often the critical-path milestone for the occupancy of a project. The SFM Certificate of Occupancy, albeit important, is but one component of code compliance. Access compliance, DOSH permits, Health Department approvals, etc. must all be in place in order for project operations and occupancy to lawfully occur.

The CSU Building Official is the enforcing entity for CSU projects. Acting under this authority, each individual Campus Deputy Building Official (CDBO) has the responsibility to coordinate and confirm all required approvals at the campus level. Once this is complete the CDBO issues a CSU Certificate of Occupancy confirming code compliance.

References

1. Physical Planning & Development, Sections 9000-9999; California State University Administrative Manual.
2. CSU, Capital Planning, Design & Construction Memorandum, dated November 15, 1999, subject: University Building Officials & Project Plan Check Requirements.
3. The California Building Standards Code, Title 24, 2007 Edition.
4. California Environmental Quality Act