



**Office of the Campus Building Official  
UCR Plan Review and Building Permit Program**

**Vice Chancellor, Planning and Budget**

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# UC Riverside’s Commitment to Ensuring a Quality, Healthy and Safe Environment

UC Riverside strives to provide a quality, healthy, accessible and safe setting for all students, faculty, staff members, as well as all who visit our campus. While all members of the campus community could be said to share this aspiration, several campus units formally bear particular institutional responsibilities for ensuring the health, safety and welfare of the community.

Each of these units fulfills its respective responsibilities in part through the application, interpretation and enforcement of provisions of laws, regulations and policies that lie within the unit’s jurisdictional authority and technical capability. This document focuses on the responsibilities of campus units to discharge their respective responsibilities in conformance with the California Building Standards Code and certain University policies, which together govern all design, construction and renovation of University-owned and University-occupied facilities.

The University’s autonomy as the Authority Having Jurisdiction (AHJ) under the California Building Code (Code) confers particular responsibilities in the realm of design, construction, renovation and code compliance of facilities. At each UC campus, responsibility for application of the Code devolves to the Campus Building Official and the campus’s designated Deputy State Fire Marshal. These offices are analogous to code compliance authorities found in municipalities and other jurisdictions.

The Fire Marshal is the AHJ for those provisions of the CBC and CFC dealing specifically with fire and life safety; all other provisions of the Code are within the jurisdiction of the Campus Building Official, who in turn is supported by the Inspection and Quality Assurance Unit of A&E. In addition to the focus on code compliance, the QAC unit’s inspectors ensure that the University projects reflect the quality of work intended in contract documents.

Among the requirements of the Code is that design and construction is subject to the AHJ’s review of designs and construction documents, and issuance of a building permit prior to the commencement of construction. To the extent that virtually all construction and renovation is governed by the Code, the review of design and issuance of a building permit is similarly a universal requirement of law. At the University, this requirement is applicable to all construction, whether implemented by any unit entity or by a private contractor; conformance with this requirement is not discretionary.

### Plan Review and Building Permit Program at UCR

Each University facility is required to maintain a plan review and building permit program under the jurisdiction of the respective Campus Building Official. These programs are typically the responsibility of a unit associated with the campus. UCR’s Plan Review and Building Permit Program is administered by A&E’s Inspection and Quality Assurance (IQAC) unit. As noted above, the Program’s plan review, permitting, quality and code compliance programs are responsive to the requirements of law and policy, and are applicable to the relevant activities as conducted by those campus units authorized to perform or to contract for design and construction services. These authorized units are Architects and Engineers (A&E), Facilities Services (FS), Transportation and Parking Services (TAPS) and Auxiliary Services (AS)-Housing, Dining & Residential Services.

The purpose of this document is to describe the requirements, procedures and actions mandated by the State of California and the University of California which constitute the campus’s Plan Review and Building Permit Program, and to provide guidance to the campus community, as well as designers and builders employed by the campus.



## I. Campus Building Permit Program Overview

*(Excerpts from the UC Facilities Manual Volume 3 and the California Building Standards Code)*

### **PROGRAM INTRODUCTION-(FACILITIES MANUAL, VOLUME 3, SECTION 4-INTRODUCTION)**

Numerous building codes, standards, federal and state legislation, and federal, state, and local agency regulations affect UCR construction projects. Because the University of California, Riverside is its own enforcement agency (AHJ) for all California Building Standards Code requirements, except certain requirements of the fire code, access compliance with respect to State funded projects, and certain medical facilities, the Campus Building Official is responsible for implementing a program which ensures that all code related matters pertaining to UC Riverside construction projects comply with all relevant California Building Standards Code requirements.

For additional code requirements, University projects are also, subject to plan approval and enforcement authority by three state agencies: Office of the State Fire Marshal (SFM), Division of the State Architect/Access Compliance (DSA-AC), and Office of Statewide Health Planning and Development (OSHPD).

## II. Program Purpose and Scope

**Purpose-** This section describes the overall purpose of the Plan Review and Building Permit Program instituting the California Building Code as it relates to UCR and the need for Inspection and Quality Assurance Compliance on the UCR campus.

**CBC 1.1.2 Purpose.** *“The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, access to persons with disabilities, sanitation, adequate lighting and ventilation and energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.”*

**Scope-**This section defines the overall scope of the California Building Code and how it relates to UCR and the requirement for the enforcement of building codes ensuring Inspection and Quality Assurance Compliance on all construction projects, whether they are minor remodels, renovations, repairs or capital projects, accomplished with the Plan Review and Building Permit Program.

**“1.1.3 Scope-** *The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures throughout the State of California.”*

**“1.1.3.2 State-regulated buildings, structures and applications.** *The model code, state amendments to the model code, and/or state amendments where there are no relevant model code provisions shall apply to the following buildings, structures, and applications regulated by state agencies as specified in Sections 1.2 through 1.14, except where modified by local ordinance pursuant to Section 1.1.8. When adopted by a state agency, the provisions of this code shall be enforced by the appropriate enforcing agency, but only to the extent of authority granted to such agency by the state legislature. “*

**“1.** *State-owned buildings, including buildings constructed by the Trustees of the California State University, and to the extent permitted by California laws, **buildings designed and constructed by the Regents of the University of California, and regulated by the Building Standards Commission. See Section 1.2 for additional scope provisions.”***

### III. Governing Authority and Requirement for Creation for Enforcement Agency at UCR

The governing authority for the creation of an enforcement agency at UCR is clearly cited in both the UC Facilities Manual and the current California Building Standards Codes. Both are referenced numerous times below. The Governing Authority *and* the requirement for the creation of the enforcement agency are both clearly cited in the text as follows:

#### **UC Facilities Manual, Section 4.1 Code Compliance**

“All Facility design and construction projects must comply with all applicable state building code requirements and all applicable local, state, and federal agency regulations.”

#### **CALIFORNIA BUILDING CODE (CBC), SECTION 103-DEPARTMENT OF BUILDING SAFETY**

**CBC Section [A] Section 103.1 Creation of enforcement agency.** *The Department of Building Safety is hereby created and the official in charge thereof shall be known as the building official.*

**CBC Section [A] Section 103.2 Appointment.** *The building official shall be appointed by the chief appointing authority of the jurisdiction*

**CBC Section [A] Section 103.3 Deputies.** *In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the building official shall have the authority to appoint a deputy building official, the related technical officers, inspectors, plan examiners and other employees. Such employees shall have powers as delegated by the building official. For the maintenance of existing properties, see the California Property Maintenance Code.*

#### **CAMPUS BUILDING OFFICIAL**

**The Campus Building Official-**The Building Official, and/or through his/her deputies, is the administrative leader in the process of code compliance for the UCR Campus. His/her responsibility is to provide a process by which all construction work on the UCR campus is reviewed, permitted, inspected, and finalized in compliance with all pertinent codes and standards. Additionally, the Quality Assurance of all construction projects is also ensured through this process.

#### **UC Facilities Manual, 4.1.2 Building Official**

**Reference: Campus Building Official, Director Carr, UCOP to Facilities Managers and EH&S Managers, 1993**

**UC FACILITIES MANUAL Section 4.1.2-Campus Building Official-**In accordance with Section 4.1.2 of the UC Facilities Manual, “Each University Facility designates a “Campus Building Official” to perform the functions of “Building Official” as required by the CBC”. These responsibilities are more specifically delineated in Sections 1.2.1.2 and 104 of the current CBSC. “Campus Building Officials ensure code compliance for all campus project and ensure that fire and life safety requirements are reviewed by the Designated Campus Fire Marshal (DCFM) and Disabled Access requirements are reviewed by the DSA-AC when required.” Campus Building Officials also enforce OSHPD’s “licensed clinic” regulations referred to in the California Building Code as “OSHPD 3”. Campus Building Officials shall establish procedures to perform the responsibilities and duties of “Building Official” outlined in the CBC. Campus Building Officials oversee the code compliance process, including the issuance of a Certificate of Occupancy. In the administration of these duties, the Campus Building Official may use in-house staff or consultant plans examiners and construction inspectors. All Plans examiners and construction inspectors must meet qualifications and requirements established in the CBC.”



## UCR CAMPUS BUILDING OFFICIAL AUTHORITY AND RESPONSIBILITY

**Introduction**—The Campus Building Official is the administrator responsible for ensuring that all campus construction work, performed by those campus units authorized to perform construction, follows and is in compliance with the California Building Codes and Facilities Manual requirements as described and detailed in “**Section [A] 103.1, Creation of enforcement agency**”. This responsibility and authority is integral to creating and implementing a system of streamlined yet responsible processes which allows the campus building official to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations. For the Plan Review and Building Permit Program the building official shall:

- Receive permit applications and construction documents;
- Review construction documents and require necessary corrections;
- Upon application and plan approval, issue permits for the erection, alteration, repair, demolition and moving of buildings and structures;
- Inspect the premises for which such permits have been issued;
- Ensure Inspection and Quality Assurance Compliance with the provisions of this code.

This introduction correlates directly with the following sections detailing the legal authority noted within the Facilities Manual and CBC which authorizes and requires the Building Official to implement a program which ensures compliance with the CBC and Facilities Manual.

### **CBC SECTION 104- DUTIES AND POWERS OF BUILDING OFFICIAL**

**CBC Section [A] 104.1 General.** *The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.*

## IV. Inspection & Quality Assurance Compliance Agency at UCR

The mechanism and process to create and implement this Plan Review and Building Permit Program through the Inspection and Quality Assurance Compliance agency is set out in the following California Building Code sections:

### **CBC, SECTION 1.2-BUILDING STANDARDS COMMISSION**

**CBC Section 1.2.1-** *Specific scope of application of the agency responsible for enforcement, the enforcement agency and the specific authority to adopt and enforce such provisions of this code, unless otherwise stated.*

#### **1. State buildings for all occupancies.**

**Application**—*State buildings (all occupancies), including buildings constructed by the Trustees of the California State University and the Regents of the University of California where no state agency has the authority to adopt building standards applicable to such buildings.*

**1.2.1.2 Enforcement.** *[CSU, UC, Judicial Council and CDCR] State agencies or state entities authorized to construct state buildings may appoint a building official who is responsible to the agency for enforcement of the provisions of the California Building Standards Code (CBSC).*

**Exception:** *State buildings regulated by other sections of this code remain the enforcement responsibility of the designated entities.*

**1.2.1.2 Enforcement.** *[CSU, UC, Judicial Council and CDCR] State agencies or state entities authorized to construct state buildings may appoint a building official who is responsible to the agency for enforcement of the provisions of the California Building Standards Code (CBSC).*

**Exception:** *State buildings regulated by other sections of this code remain the enforcement responsibility of the designated entities.*

#### **SCOPE AND APPLICATION**

**CBC Section [A] 101.2 Scope.** *The provisions of this code shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.*

**Note:** It is important to note that Section 1.2.1.2 of the California Building Code authorizes the UC Building Official to enforce this section.

## **V. Basis for UCR Plan Review and Building Permit Program**

The sections cited from the California Building Code and the policies set out by the UC Facilities Manual state the basis for the requirement for the UCR Plan Review and Building Permit Program. As mandated by California Law and noted previously, the purpose of these codes is to establish minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, equal access to persons with disabilities, sanitation, adequate lighting and ventilation and energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations. The Campus Building Official is the authority, provided within these code sections, to ensure that all codes, standards and requirements are incorporated into all construction projects at UCR

## **VI. Code Compliance**

As noted in Section 4.1 of the UC Facilities Manual, *“All Facility design and construction projects must comply with all applicable state building code requirements and all applicable local, state, and federal agency regulations. Several other titles of the California Code of Regulations (CCR) apply to different aspects of University projects. These titles may include operational or construction provisions. Use of these titles depends on the type of project.*

*“Title 24, or the California Building Standards Code (CBSC), is one of 26 titles of CCR, formerly called the California Administrative Code (CAC). By policy, the University follows eleven parts of CCR, Title 24, California Building Standards Code, for code compliance. Some codes are based on nationally recognized model codes, while others are California's own codes. California adds its specific requirements, called “amendments,” to the model codes. Codes also reference national standards developed by organizations such as the National Fire Protection Association (NFPA), the American Society of Civil Engineers (ASCE), etc.”*

### **CCR, Title 24, California Building Standards Code, consists of the following 12 parts:**

- Part 1 - California Building Standards Administrative Code
- Part 2 - California Building Code
- Part 2.5 - California Residential Building Code
- Part 3 - California Electrical Code
- Part 4 - California Mechanical Code
- Part 5 - California Plumbing Code
- Part 6 - California Energy Code
- Part 7 - (No longer published in Title 24. See Title 8, CCR)
- Part 8 - California Historical Building Code
- Part 9 - California Fire Code
- Part 10 - California Existing Building Code
- Part 11 - California Green Building Standards Code (CAL Green)
- Part 12 - California Reference Standards Code

Additionally, the University complies with regulations of the following state agencies:

- California Building Standards Commission (BSC).
- Division of the State Architect/Access Compliance (DSAAC).
- Office of the State Fire Marshal (SFM).
- Office of Statewide Health Planning and Development (OSHPD).

### INTERPRETATION

Taking into account the cited university and state mandated regulations, it is incumbent upon UCR to ensure that these regulations for design and construction on university campuses are complied with. This is accomplished through the office of the Campus Building Official with the Plan Review and Building Permit Program. With many current and new campus construction projects ongoing and already established for the campus, the Campus Building Official is authorized and required to enforce the state regulations and university policies and standards set forth in state law and in the UC Facilities Manual.

## VII. Permit Requirements at UCR

### CAMPUS BUILDING PERMITS REQUIRED

The Facilities Manual requires that *“All Facility design and construction projects must comply with all applicable state building code requirements and all applicable local, state, and federal agency regulations.”* This is accomplished through the issuance of a campus building permit. The following California Building Code sections details this requirement.

**CBC Section 105.1, Permits Required-** *Any owner or authorized agent who intends 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 this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.*

### CAMPUS UNITS AUTHORIZED TO PERFORM CONSTRUCTION

All Campus units authorized to perform construction (including demolition, renovations, modifications or additions with regard to existing structures) are responsible to seek and obtain permits as required by the California Building Code. Demolition, construction, alteration, repair, improvement, renovation and/or equipment replacement projects may not be performed on university owned or occupied property except under a Campus Building Permit. Some permits, such as minor electrical or plumbing work, can be obtained within a few minutes after submitting the application. Other, more complicated projects, such as space renovations, remodel and renovation projects, alterations and other similar work, may take longer to review depending on the complexity of the project. Very large and complex projects may require the services of external plan review and inspection consultants.

### SUBMITTAL REQUIREMENTS

Construction documents which describe and clearly indicate the work that is proposed must be submitted at the time of the building permit application. The documents allow for the proper review of the work which is proposed for the area involved. Alterations to a small area may make major changes to the floor or building as a whole and for that reason clearly dimensioned and detailed construction documents for the project are essential.

### SUBMITTAL DOCUMENTS

**CBC Section [A] 107.1 General.** Submittal documents consisting of construction documents, statement of special inspections, geo-technical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional



### **BASIS FOR IMPLEMENTATION OF UCR CAMPUS BUILDING PERMIT**

UC Facilities Manual and the California Building Code require that all construction work complies with all California Building Standards Codes. In order to successfully accomplish this responsibility, the Plan Review and Building Permit Program is implemented. The referenced legal and policy requirement information contained in this document provides the interpretation and legal basis for implementation of the process of the UCR Plan Review and Building Permit Program for the campus. Mandated by California State Law and the UC Facilities Manual, the Plan Review and Building Permit program fulfills the legal and responsible enforcement requirements for the UCR A&E-Inspection and Quality Assurance Compliance unit, relating to all construction on UCR Owned, leased, and/or occupied buildings, and/or premises. The Campus Building Official is responsible for the issuance of campus building permits, plan review and inspections for all construction, alterations, demolition, renovation, repair, replacement, and maintenance projects requiring a permit, in accordance with Section 105 of the California Building Standards Code, on the UCR campus under this program. Activities requiring a campus Building Permit are further explained later in this document.

### **HISTORICAL SIGNIFICANCE**

The Campus Building Official at UCR has historically been involved *only* with Capital Programs Projects including plan review, inspections, project management and oversight on those specific UCR projects. There has been no oversight of other types of construction on campus. However, this document details the additional comprehensive requirements and duties of the Campus Building Official in reference to the UC Facility Manual and the California Building Standards Codes.

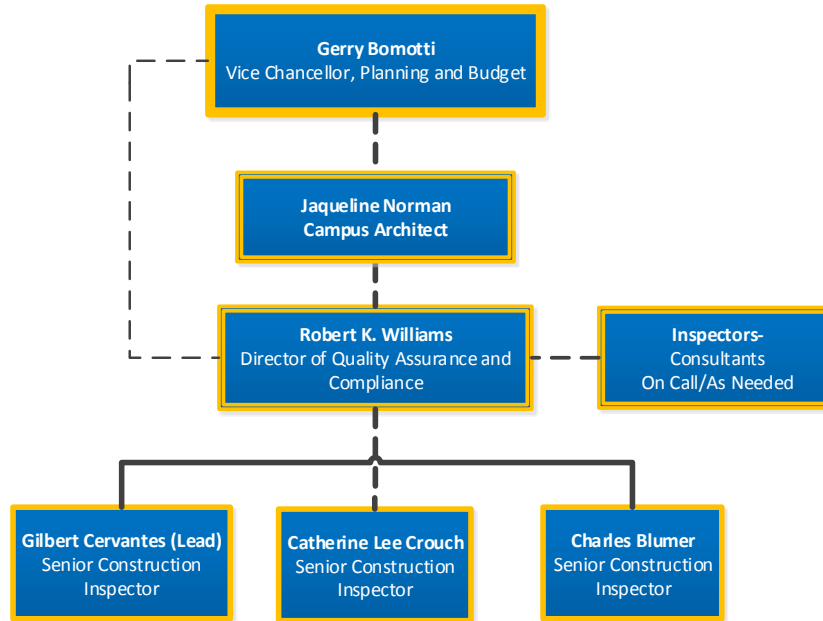
## **VIII. Inspection and Quality Assurance Compliance (IQAC) Plan Review and Permit Program Organization and Process**

### **A&E DESCRIPTION AND ORGANIZATION**

Under the direction of the Campus Architect and Vice Chancellor of Planning and Budget, the Campus Building Official is responsible for compliance for all design and construction of capital projects (i.e., Major Capital Projects, New Construction, Minor Capital renovations and infrastructure improvements) for the UC Riverside campus. A&E staff includes professionals in the fields of architecture, engineering, inspection services, plan review, design, construction contracting and finance. Project Managers oversee schematic design, design development, construction drawings and construction of capital projects through construction delivery and post-occupancy assessment. A&E Staff collaborate with Capital Asset Strategies (CAS), Finance, Accounting, project stakeholders, campus administrators, design professionals, special consultants and construction contractors.

The organizational structure for A&E’s Inspection and Quality Assurance Compliance unit is shown below. The Campus Building Official’s duties are described in the Executive Summary and detailed later in this document.

**A&E-Inspection and Quality Assurance Compliance Organizational Chart**



**Application for Permit (2016 CBC, Section 105.3)** - “To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by A&E for that purpose (See Appendix). Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the building official.

## CONSTRUCTION ACTIVITIES REQUIRING A CAMPUS BUILDING PERMIT

All construction, alterations, repairs and remodel projects must comply with the latest California Building Standards Codes. Additionally, all equipment and accessories shall also be installed in accordance with each of their respective codes. This is accomplished through oversight from the Campus Building Official and issuance of a campus building permit. Below is a list of construction activity which would typically require a building permit and inspection. Some of these construction activities would also require plan review to ensure code compliance prior to the permit being issued. The following is not an exhaustive list of activities requiring a building permit, but rather examples of activities requiring a permit:

- Complete or partial demolition
- Building Additions, Alterations, Remodels and/or Tenant Improvements.
- Electrical, Mechanical, Plumbing or Building Additions or Alterations.
- Security & Intrusion Alarms including Keypads, Card Swipes, and Panic Buttons, etc.
- Equipment Installation Requiring More Than Plug and Cord.
- Activity That Will Disturb Any Building Surface (Interior or Exterior).
- Signage Installation, Modification or Removal.
- Satellite Dish or Antenna Installations, Modifications or Removals on Campus.
- Activities Involving Building or Roof Structures.
- Landscaping and Related Improvements or Modifications, Including Drainage.
- Garden Walls and Retaining Walls.
- Patios, Decks and Fences.
- Awnings and Trellises.
- Any Underground or Overhead Electrical, Plumbing and/or Mechanical Work.
- Any Activity That May Add, Alter or Modify ADA/ Accessibility Requirements.
- Temporary Membrane Structures, Tents and Canopies.
- System Furniture Installation- To include any systems furniture which is permanent in nature; Is connected to electrical, water or mechanical supply lines; and/or which creates exit corridors or aisles ways requiring review of egress and accessibility issues for the occupants from the building in which it is installed.
- Grading and Excavation- Any Activity in or Adjacent to a designated Waterway, Creek or Drainage Route. Grading and Excavation for new projects and additions/alterations.
- Sustainability projects- These type of projects include re-roof projects, sustainable type of structures...such as the E-LOO Toilet, insulation projects, lighting improvement projects, and any other project that would otherwise require permitting and inspection, or projects undertaken for the purpose of compliance with applicable codes and/or compliance.

**Special Emergency Maintenance-** On occasion there will be emergency repairs or maintenance occurring that absolutely require immediate attention by staff that may otherwise require a plan review and building permit. In this case a plan review and permit is not required prior to commencing with the repair work. However, as soon as possible, a permit application for the emergency work shall be submitted to the building official.

## CONSTRUCTION ACTIVITIES EXEMPT FROM CAMPUS BUILDING PERMIT

**[A] 105.2 Work exempt from permit.** Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

### Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m<sup>2</sup>).
2. Fences not over 7 feet (2134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a sur-charge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

### Electrical:

**Repairs and maintenance:** Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Radio and television transmitting stations:** The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.

**Temporary testing systems:** A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

### Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

### Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

### Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**UC Facility Manual, Volume 6-Chapter 1, Operation and Maintenance, Section 1.4.4 EMERGENCY MAINTENANCE-***The University has defined emergency maintenance as the repair or replacement of Facility components and equipment requiring immediate attention because the functioning of a critical system is impaired or because health, safety, or security of life is endangered. Emergency maintenance supersedes all other categories of maintenance. For the purpose of determining whether emergency maintenance falls within the exception to competitive bidding requirements, refer to 1.3.3 above.*

Additionally, **California Building Code, Section 105.2.1 Emergency Repairs** states “Where equipment replacement repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.” When this situation occurs, the emergency must be resolved as soon as possible. Once the emergency repairs/maintenance occurs and the situation is under control, repaired and completed, notification to QA&C for proper permit application, documentation and inspection can be completed.

**Plan Review Process-** The plan review process shall be conducted immediately upon submittal of the permit application, construction documents and payment to the Office of the Campus Building Official. Review time depends upon the type of, and complexity of the construction project. Once the initial review is completed by A&E staff, corrections will be returned to the design team associated with the project, or to the UCR staff who is responsible for the work (i.e., Physical Plant, HDRS, EH&S, TAPS staff). Upon Satisfactory completion of corrections, construction documents will be approved and the permit is issued. Construction can begin and inspections requested.

**Plan Review Duration.** Plan Review duration varies with project complexity and extent of corrections required.

**Preliminary consultation.** For complex projects, designs entailing proposed code exceptions or projects wherein alternative means of code compliance are proposed. It is strongly recommended that the applicant requests a preliminary consultation with Quality Assurance and Compliance. Early consultation can provide appropriate compliance guidelines and expedite the design and review of such projects.

**Plan Review Fee Estimate.** Applicant is entitled to a non-binding estimate of plan review duration and fee. QA&C will inform applicant if subsequently either duration or fee will exceed the estimate provided.

**Process Summary for Building Permits-** A short description of the permit program process is indicated below. A descriptive process flow chart follows:

1. Applicant submits a permit application, along with required technical documents and FAU to A&E-Inspection and Quality Assurance Compliance (IQAC);
2. A&E reviews applicant information, assigns permit number and provides confirmation of receipt to applicant;
3. Upon completion of review, A&E-IQAC provides plan review comments to applicant.
4. Applicant provides response to plan review comments and submits corrected documents to A&E- IQAC for review.
5. Upon finding project documents in compliance and all corrections complete, A&E-IQAC issues the appropriate permit(s). All approval conditions are noted on the plans, attached to the permit and incorporated into official project documentation.
6. Inspection and Quality Assurance Compliance responsibility is assigned to a Senior Construction Inspector, who acts under the supervision of the Campus Building Official.
7. Inspection requests are submitted by applicant via e-mail to the Inspector; the requested inspections are conducted within 24 hours of receipt of request.
8. Each inspection is documented by the Senior Inspector. A copy of each inspection report is furnished to the applicant and other copies are distributed or filed according to standard procedures.
9. When the applicant believes the work covered by the applicable permit(s) is complete, applicant requests Final Inspection.
10. Upon IQAC’s so finding that the conditions of Final Inspection are fulfilled, IQAC issues a Certificate of Occupancy





### CERTIFICATE OF OCCUPANCY

***Certificate of Occupancy (CBSC, Section 111.1, Use and Occupancy)-*** “No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.”

Campus Building Officials will issue a Certificate of Occupancy after verification of code compliance and endorsement by other officials having jurisdiction (e.g. Designated Fire Marshal) is received. The Certificate of Occupancy will include the following information:

1. Numerical identifier
2. Name of facility owner if other than the Regents of the University of California
3. Building's address, location or CAAN number
4. Description of the portion of the building for which the certificate applies
5. Statement that the project has been inspected for compliance with the requirements of the code
6. Building official's name and signature
7. Date

## IX. Plan Review, Permit and Inspection Fees

### PLAN REVIEW AND INSPECTION FEES

In order to pay for Plan Review, Campus Building Permit and Inspection services, a funding source shall be provided on the Campus Building Permit application form at the time of submittal. This allows for A&E-Inspection and Quality Assurance to provide services immediately on the work indicated on the Campus Building Permit application form. This can be accomplished by providing a Work Order number or assigned Project Number for the project on the Campus Building Permit application form at the time of submittal. Failure to include this number may delay review/approval of plans and permit issuance.

## X. Construction Documents

### PLAN REVIEW SUBMITTAL

Incomplete, or non-existent plans, can cause unnecessary delays in the plan review process. Therefore, in an effort to expedite the process for all requestors, we ask that your plan review submittals be complete. All of the items listed below must be included with the plan review submittal in order for a complete and expeditious review to be performed. Thank you for your assistance.

### CONSTRUCTION DOCUMENTS

(The total number of sets to be submitted varies depending on the type of project. Check the “Documents Required Table” found below, to determine the total number of plan sets required at time of submittal.)

Generally, plans must include Architectural, Structural, Mechanical, Plumbing and Electrical drawings. These plans are to be stamped and wet signed by the design professional(s) responsible for the project. Some minor types of projects may not require the involvement of an Architect or Engineer in the design. If in doubt, check with one of the A&E-Inspection and Quality Assurance staff members. The following drawings are to be included as a part of the plans:

- Plot/Site Plan
- Roof Plan (if needed)
- Floor Plan
- Elevations (if needed)
- Cross-Sections (if needed)
- Framing Plan (if needed)
- Foundation Plan (if needed)
- Foundation Details (if needed)
- Structural Details (if needed)
- Electrical Plan
- Mechanical Plan
- Plumbing Plan

Re-submittals/Re-checks shall include the “red-lined” comments on plans and calculations from the previous review along with the correction list, responses and updated plans prepared by the designer/draftsperson.

## UC Riverside Inspection and Quality Assurance Compliance (IQAC) Plan Review and Permit Program

### CONSTRUCTION DOCUMENTS (Continued)

**Structural Calculations (2 sets-if needed)** - If the plans have been reviewed or designed by an architect or engineer, then the supporting calculations must be provided and stamped and wet signed by the architect or engineer of record.

**Energy Conservation Calculations and Compliance Forms (2 sets)** - Energy conservation calculations are generally required for new buildings as well as for additions or interior alterations of lighting or HVAC systems in commercial buildings.

**Soils Report (1 copy)** – All new building plans submitted for review shall include a soils/geotechnical report. If the engineer is using soil bearing values in excess of 1000 psf; if grading work is performed on the site; if the soils have been evaluated by a soils testing firm; or if the project is in a liquefaction zone, then the soils report must be submitted.

**Truss Calculations and Truss Layout Sheets (2 sets)** – If trusses are to be used, then the Truss Calculations and layout sheets must be Stamped and Wet signed by the truss engineer and Stamped as reviewed by the Engineer of Record for the project.

#### Number of Sets of Plans Required for Plan Check

- Assemble plans into organized sets as indicated below;
- Include **CAAN** Number and a description and scope of work on plans;
- Deliver all sets to the Office of the Campus Building Official, 2nd floor of University Village;
- **Note:** A “Complete Set” of plans includes a Vicinity Map, Site Plan, Floor Plan, Structural Plans and Details, MEP Plans and Details, Structural Calculations (If Needed), Energy Calculations (If Needed), Soils Report (If Needed);

**Documents Required Table**

Type of Project	Residential Remodel	Minor Tenant Improvement	Office Remodel	Industrial Remodel	Laboratory Remodel	Food Related	Health Care-Hospital/Medical
Sets of Plans Required for Submittal	4 Complete Sets 1 Site Plan	3 Sets	3 Complete Sets 1 Site Plan	5 Sets	5 Sets	5 Complete Sets 1 Site Plan	8 Sets
<b>A&amp;E-Inspection and Quality Assurance Compliance unit will route plans to the following departments for review:</b>							
A&E	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set
Fire Marshal	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set
EH&S	None	None	None	Complete Set	Complete Set	Complete Set	Complete Set
TAPS	Site Plan	None	Site Plan	Complete Set	Complete Set	Site Plan	Complete Set
Facilities	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set	Complete Set
HDRS	Complete Set	None	None	None	None	Complete Set	Complete Set
DSA (State Funds Used)	None	None	None	None	None	None	Complete Set
OSHPD (Hospitals)	None	None	None	None	None	None	Complete Set

## **SUMMARY OF MISSION, STRATEGIC GOALS AND VALUES OF INSPECTION AND QUALITY ASSURANCE**

In summary, the goal of the Office of the Campus Building Official and the Campus Building Permit program, is to achieve our mission of providing comprehensive, professional and knowledgeable service and security to the Campus Community while ensuring that all construction related projects comply with all current California Building Standards Codes for Building, Electrical, Mechanical and Plumbing, Fire and Life safety, Health, Accessibility and all construction related issues that can affect students, faculty and staff at the university. The Campus Building Permit Program will ensure that this occurs.

### **MISSION STATEMENT**

“The Mission of the UCR Inspection and Quality Assurance-Campus Building Official and staff is to provide professional, efficient, personal and accurate inspection oversight, quality construction management and concise documentation of construction inspection and quality assurance for all UCR construction projects; Ensure that quality construction, code compliance, accessibility, sustainability, and safety are implemented for all construction projects and facilities utilized by our UCR educators, administrators, and students; Provide accurate reporting, concise documentation and thorough archiving of all inspections and quality assurance services rendered; Provide professional and timely assistance, guidance and direction for all project requirements, Building Code, Quality Assurance and construction issues for the entire UCR campus and staff; Strive to enhance and improve current inspection and quality assurance programs and to implement new programs and processes which enhance organization, processes, procedures and knowledge throughout the UCR campus; To enhance the lives of all students, administrators, faculty and staff at the University of California, Riverside with our services.”

### **STRATEGIC GOALS**

- The strategic goals of Inspection and Quality Assurance Compliance include the following: Achieve Staff Effectiveness in coordinating and gaining campus wide Code Compliance and Safety with review and inspection of all construction activities occurring throughout the Campus.
- Promote a culture of understanding of our duties, responsibilities and of our limitations to all of our customers and clients
- Ensure a Safe, Code Compliant, Sustainable, Accessible and High Quality Community for all Campus Users and Facilities
- Communicate Clearly, Fairly, Effectively and Reliably with all clients, customers and users on campus
- Promote Responsive and Professional Customer Relations and Service
- Continuously improve processes and documents for the department
- Invest in staff members and promote enhanced training and certification for staff in order to enhance staff knowledge base

### **VALUES**

The values which are of the utmost importance for the Inspection and Quality Assurance-Campus Building Official office are as follows:

- Honesty and Integrity in all facets of work
- Thorough and knowledgeable decision making
- Fiscal responsibility and transparency
- Outstanding, friendly and exemplary customer focused service
- Accountability and Responsibility
- Professional, knowledgeable and ethical organizational values

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## **XI. References and Links**

1. From the UC Facility Manual Section-4.1.2 Building Official<sup>1</sup>
2. Campus Building Official, Director Carr, UCOP Letter to Facilities Managers and EH&S Mangers, 1993<sup>2</sup>
3. California Building Standards Code<sup>3</sup>
4. From the UC Facility Manual Section 4.1 Building Official-Introduction<sup>4</sup>