



UNIVERSITY of VIRGINIA
Office of the University Building Official

**Building Permits and Project Permits
(Replaces Directive 562F)**

DATE: January 5, 2015

- SUBJECT:** Building Permits and Project Permits Policy, Procedures, and Forms
- REFERENCES:** Code of Virginia, §23-38.109
Virginia Uniform Statewide Building Code, 2012 edition, Section 108
DEB Notice 071414, Applicable Building Code for State-Owned Buildings and Structures
- PURPOSE:** To provide guidance for building permits and project permits for work on all University facilities and structures.
- CANCELLATION:** This policy replaces Facilities Management Directive 562E dated April 5, 2006.
- POLICY:** All renovation and construction work on University buildings and structures shall be done in accordance with the Virginia Uniform Statewide Building Code (USBC) and other applicable codes, directives and standards.
- PROCEDURES:**
- A. All University projects will be reviewed and building permits issued by the University Building Official in accordance with the USBC per the above referenced documents and this directive.
 - B. The Code of Virginia §23-38.109 authorizes the University (UVa) to designate its own building official. Projects other than those in the “No Permit” category listed below in §D.3 will require an individual building permit issued by the University Building Official or a project permit issued by a Designated Facilities Management Agency Representative.
 - C. Note that some of the work described under “Project Permits” is work that requires a building permit per the USBC, but has been deemed minor in nature by the University Building Official in accordance with Section 108. Such projects are thus delegated to the Agency Representatives as described for annual permits in the USBC and the procedures listed below.
 - D. Permits may be upgraded from a “No Permit” project to one requiring a “Project Permit”; “Project Permit” projects may similarly be upgraded to require a building permit. The final decision regarding permits and upgrades required will be made by permit signatories.

- E. The USBC Section 108 governs what type of work is required to have a building permit. The following may be used for guidance:
1. Building Permits are required for:
 - Capital projects
 - Construction or demolition of a building or structure.
 - Site/foundation/utility preparation for factory built or prefabricated structures
 - Change in building use or occupancy
 - Removal or cutting out a section of a structural member
 - New/relocated/replaced/altered elevators and any work other than repair
 - Adding/removing HVAC, electrical, plumbing, gas, fire protection (sprinkler, suppression, alarm) systems
 - Projects involving the following:
 - Mechanical – alteration or relocation of the quantity or source of ventilation, exhaust, or combustion air; alteration or relocation of boilers, water heaters, pressure vessels, or refrigeration equipment; change in refrigerant classification for replacement in kind of refrigeration equipment
 - Electrical – alteration or relocation of any 3-phase circuits, single phase 208 or 240 volt circuits greater than 50 amp, or single phase 277 volt circuits greater than .30 amp
 - Plumbing – alteration or relocation of plumbing fixtures, water supply, water distribution, sanitary waste, special waste, or storm drainage
 - Gas Piping – alteration or relocation of fuel gas or fuel oil piping systems
 - Fire Sprinkler – alteration or relocation water supply or equipment other than sprinkler heads; relocation of more than 10 percent of sprinkler heads per story
 - Fire Suppression – alteration or relocation of suppression agent or equipment
 - Fire Alarm – alteration of system logic; alteration or relocation of equipment other than alarm devices; relocation of more than 10 percent of alarm devices per story
 - Installation or alterations involving:
 - The removal or addition of any wall partition or portion thereof
 - Any structural component
 - Repair or replacement of any component of a fire or smoke rated assembly
 - Any required means of egress system
 - Any equipment regulated by the USBC
 - Installation of temporary structures such as stages, platforms, and bleachers
 - Movement of a lot line that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed
 - Utility structures
 - Roof replacement projects where the work is the replacement of more than 100 square feet of an existing roof covering
 - Adding/removing/altering parking lots and roads
 - Fences and guardrails required for pedestrian safety, accessibility, safeguards during construction or protection of paths of egress

- Application for a permit may be required by the building official for the installation of replacement siding, roofing and windows in buildings within a historic district
 - Any other work as required by the USBC.
2. Project Permits are required for:
- Removal or disturbing any lead paint or asbestos containing material
 - Installation of wiring and equipment that operates at less than 50 volts. However, a building permit is required where any such installations are located in a plenum, penetrate fire rated or smoke protected construction or a component of any of the following:
 - Fire alarm system
 - Fire detection system
 - Fire suppression system
 - Smoke control system
 - Fire protection supervisory system
 - Elevator fire safety control system
 - Access or egress control system or delayed egress locking or latching system
 - Fire damper
 - Door control system
 - Flagpoles 30 feet or less in height
 - One story detached structures used as tool and storage sheds, playhouses or similar uses, provided the building area does not exceed 256 square feet and the structures are not classified as a Group F-1 or H occupancy
 - Concrete or masonry walls, provided such walls do not exceed six feet in height above the finished grade
 - Fences of any height for which a building permit is not required
 - Ordinary repairs as defined in Section 108.2 Item14 or deemed by the building official to be minor which does not adversely affect public health or safety
3. No permits are required for:
- Work not regulated by the USBC
 - Agency Representative approved preventive maintenance work orders
 - Agency Representative approved standing work orders
 - Repair/replacement in kind or with similar materials or equipment unless such existing materials or equipment have since been deemed to be a safety hazard.
 - Painting
 - Landscaping/grounds maintenance
 - Building services
 - Recycling
 - Installation or replacement of floor finishes
 - Plaster, tile, wall coverings, suspended ceiling and grid
 - Keys and locks
 - Portable fire extinguishers
 - Brick, stone, or timber walls used for minor decorative landscaping that are not used as retaining walls
 - Site improvements not regulated by the USBC

- Repair of sidewalks that are not part of an accessibility route or exterior path of egress
- Maintenance

E. For all work listed under "BUILDING PERMITS" the Building Permit form (HECO-17) properly annotated and signed by the University Building Official, serves as the building permit and shall be posted on site. The "Project Permit" form, properly annotated and signed by the Designated Agency Representative, serves as the Project Permit. The work order number will serve as the permit number.

RESPONSIBILITIES:

A. General

The University Building Official shall be responsible for managing the building permit program to ensure the University's compliance with the USBC.

B. Building Permits

Project managers or others needing permits shall coordinate with the Office of the University Building Official to complete the building permit form HECO-17. Project managers shall provide the completion signature on the reverse of the building permit and ensure that building permits are filed with certificates of use and occupancy with Geospatial Resource Center. The Office of the University Building Official shall forward a copy of each building permit to the Regional Fire Marshal when the permit is issued.

C. Project Permits

Designated Agency Representatives will issue Project Permits and are responsible for ensuring that work complies with the USBC and other applicable codes and standards. Agency Representatives shall sign the project permit to authorize the work and when the work is completed to indicate that appropriate inspections were made and the results were satisfactory. Each Agency Representative will maintain a file of project permits issued and will review the file with the University Building Official annually. A copy of the project permit will be issued to the permit applicant.

Designated Agency Representatives shall be approved by the University Building Official and are currently Rick Rice, Cheryl Gomez and John Rainey.

Directors/Department Heads are responsible for enforcement of the permit policy. Questions and concerns should be discussed with the Office of the University Building Official. Unresolved issues should be raised to the University Building Official.

