

Enclosed Booth / Office Pod Policy

Date: January 15, 2026

Last Revised: January 15, 2026

Reason for Policy:

This policy outlines requirements for any type of enclosed booth, modular room, pod, furniture or similar enclosed occupiable space installed within an existing room. Such enclosed booths may be used to create a meeting space, study or simulation room, telephone booth, wellness retreat or similar use.

Policy Statement:

Self-contained booths may obstruct existing building life safety systems such as obstructing sprinkler coverage, mass notification and visual fire alarm notifications and are required to comply with current building and accessibility codes and University Design Guidelines (UDG). A Building permit from the Office of the University Building Official (OUBO) is required prior to installation.

Compliance with 2022 ICC AC519 Acceptance Criteria for Enclosed Booths is expected.

Dead load of the existing floor slab must be verified and electrical connections reviewed.

UVA Project Managers or Department Procurement Officers with projects that include installation of a new, or replacement of an existing, enclosed booth shall comply with the following:

1. Review the proposed unit and installation with OUBO prior to purchase and installation.
2. Submit a building permit (HECO 17) via buildingpermitrequest@virginia.edu to OUBO.
3. When installation is complete, request OUBO inspection request.

Use and Occupancy will not be authorized until OUBO has completed final inspections.