UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

PLANNING, DESIGN & CONSTRUCTION

CAMPUS BUILDING PERMIT,
INSPECTION & QUALITY ASSURANCE PROGRAM

UCR CAMPUS BUILDING PERMIT PROGRAM AND PROCESS

Agenda

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- Examples: Approved Project Plans

- Examples: Approved Installation and Connection Plan

- UCR Inspections

- Planning, Design & Construction Inspection and Quality Assurance Website

- Questions

Basis for Implementation of the
UCR Campus Building Permit Program

- Mandated by California State Law and the UCOP Facilities Manual.

- Campus Building Permit program fulfills the Legal and Regulatory State Compliance requirements for the UCR Campus 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 new construction, alterations, demolition, renovation, repair, replacement, and maintenance projects requiring a permit

- The Building Permit Program ensures compliance with Section 105 (Permits Required)of the California Building Standards Code, for the UCR Campus

Certified Building Official (CBO) Role & Responsibility

The UCOP Facilities Manual, continued:

"CBOs enforce code compliance for all campus or campus-related projects. CBOs also ensure that fire and life safety requirements are reviewed by a Designated Campus Fire Marshal (DCFM), and that Disabled Access requirements are reviewed by the DSA-AC when required. CBOs shall enforce OSHPD's "licensed clinic" regulations referred to in the Building Code as "OSHPD 3".

CBOs work closely with the Designated Campus Fire Marshals (DCFM) on the issuance of a Certificate of Occupancy (C of O), Beneficial Occupancy, and Temporary Occupancy in accordance with the contract documents and permit requirements, and after verification of code compliance and review by other officials, as appropriate".

UC Riverside Inspection & Quality Assurance Division Responsibilities and Objectives
(*The Reasons this Program is Required)*

- To ensure compliance with all Building, Health, Fire, Life and Safety regulations for all of the UC Riverside Campus and all UC Riverside leased and occupied spaces and properties.

- To ensure compliance with California Building Standards Codes (Title 24) with timely plan review and approval, campus permit issuance, and code compliance inspections for construction and renovation activities, equipment installation and utility connection in existing buildings.

- To work in coordination with Document Control Staff to create and maintain accurate archives, records and reports of all aforementioned installations and work.

- To create and maintain a accessible, safe and usable campus environment.

- To provide continued excellent assistance to the campus community.

Campus Building Permit & Plan Check Requirements

UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

CAMPUS BUILDING PERMIT

Office of Architects and Engineers
University of California, Riverside
Campus Building Official: Robert Williams
1223 University Avenue, Suite 240
Riverside, CA. 92521

Permit Number:		B18-
Date Issued: Active for 180 Days from this date		
Recharge #:		

Project Name:	Project Number:	Work Order No:

ALL University Construction projects shall obtain and maintain an active Building Permit throughout the life time of the project — DATE | INITIAL

ALL SOILS PREPARATION AND COMPLIANCE COMPLETED IN ACCORDANCE WITH SOILS REPORT AND CONSTRUCTION DOCUMENTS

Horizontal/Underground Construction (SEE BACK OF PERMIT FOR NOTES)

(1) Underground Mechanical, Electrical, Plumbing	Date	Initial	(2) Concrete	Date	Initial
Underground Water Piping, Valves & Thrust Blocks			Forms		
Underground Sanitary Sewer, Cleanouts & Equipment			Reinforcing Steel		
Underground Fire Lines and Valves			Post Tension Tendons		
Water Meters			Anchor Bolts		
Underground Gas Line p.s.i./ Min.			Hold Downs		
Underground Electrical Conduits, Raceways & Vaults			Foundation		
Underground Mechanical System Equipment			Deep Piers		
Underground Ducting & Vents					
Underground Process Piping					
Temporary Power Pole/Service			O.K. TO POUR CONCRETE		

Vertical/Above Ground Construction (SEE BACK OF PERMIT FOR NOTES)

(3) Mechanical, Electrical, Plumbing	Date	Initial	(4) Frame/Structure	Date	Initial
Rough Mechanical/HVAC System			Framing		
Rough Electrical			Suspended Ceiling/Ceiling grid-Compression Posts		
Electrical Service			Nailing Plates		
Grounding - Temporary Power			Exterior Lath		
Gas Pressure Test-P.S.I.			Insulation-Walls/Roof (R-Value:)		
Rough Plumbing			Shear Panel/Lateral/Diagonal Bracing		
Above T-Bar Electrical/Mechanical-HVAC/Plumbing			Gypsum Wallboard		
			Exterior Siding-Finish		

General Site Work (SEE BACK OF PERMIT FOR NOTES)

(5) Infrastructure Work	Date	Initial	(6) UCR FM - Fire, Life and Safety Systems Inspections	Date	Initial
Transformer Pad Location			U/G Fire Service Main		
			Automatic Fire Sprinkler System		
Underground Storm Sewer Piping, Depth, Slope			Fire Alarm System		
Underground Tanks, Vaults and Interceptors			Hazardous Materials		
Underground Plumbing Equipment and Fixtures			Spray-applied Fire Proofing- Bond Strength, Overall Compliance		
Backflow Prevention Certification (Domestic)					
Backflow Prevention Certification (Landscaping System)					
Backflow Prevention Certification (Fire Systems)					

FINAL INSPECTION SIGNATURES	DATE	INITIAL	COMMENTS
TIO documentation reviewed and approved			
A&E Inspector of Record to Date and Initial (IOR)			
Storm Water Pollution Prevention Plan (SWPPP)			
Facilities Plant Management (PHP)			
UCR Police Department (UCRPD)			
UCR Communication Services (UCRCS)			
Environmental Health & Safety (EH&S)			
State of California Elevator Inspector			
Division of the State Architect (DSA)			
AS-BUILT PLANS PROVIDED TO IOR (A&E)			
UCR Campus Fire Marshal (UCRFM)			
A&E-INSPECTOR OF RECORD (IOR)			
PROJECT COMPLETED- (C of O)			
CBO Signature:			

- Applicant submits Project Plans/Documents. Once submitted, they are reviewed and approved, and the campus permit is issued.

- When the project is approved and the permit issued, the project and contact information is entered in Cforms for Inspection Requests.

- Approved Plans & Building Permit are returned to the Project Manager/Applicant.

- **For modular furniture & installation of lab equipment a copy of the issued permit shall be provided to UCR Procurement Office for their use prior to PO issuance.**

- This Permit Card Must Be Posted at Project Site

- Progress Inspection & Final Approval is recorded by Inspector

- A completed Permit Inspection Card and (C of O) is required for the project close-out documents

Campus Building Permit & Plan Check Requirements (cont'd)

UC**RIVERSIDE** UNIVERSITY OF CALIFORNIA

Campus Inspection and Quality Assurance Compliance

Documents Needed for Plan Review & Permit Approval

	Description of Work	Documents Required
1	Complete or partial demolition	Demo Plans, Structural Drawings, MEP
2	*Building Additions, Alterations, Remodels, Tenant Improvements, Modular Walls*	*Architectural, Structural, MEP, Geotechnical*
3	*Electrical, Mechanical, Plumbing solely or In connection with Building Additions or Alterations*	*Architectural, MEP*
4	Security & Intrusion Alarms	MEP, Manufacturer Cut Sheets
5	Equipment Installation requiring more than one plug and cord	Electrical, Equipment Manufacturer Cut Sheets
6	Signage installation, modifications or removal	Architectural, Structural, Cut Sheets
7	Satellite Dish or Antenna Installations, modifications or removal on campus	Architectural, Structural, MEP, Cut Sheets
8	Activities involving Building or Roof structures	Structural, MEP for Roof
9	Landscaping & related Improvements or modifications, including drainage	Landscape Architect, Civil Engineer
10	Garden walls and Retaining Walls	Architect, Civil Engineer
11	Patios, decks & fences	Architectural, Structural
12	Awnings & Trellises	Architectural, Structural, Pre-Manufactured Plans
13	Any underground or Overhead Electrical, Plumbing and/or Mechanical work.	MEP, Manufactured Cut Sheets
14	Any activity that may Add or Modify ADA/Accessibility Requirements.	Architectural, Civil
15	Temporary Membrane Structures, Tents & Canopies	Architectural, Structural, Civil, MEP
16	*System Furniture Installation*	*Dimensioned Floorplan, Reflected Ceiling Plan, Manufactured Cut Sheets, Electrical*
17	Grading and Excavation	Civil, Plumbing, Drainage Plans, CEQUA
18	Sustainability Projects-	Architectural, MEP, Manufactured Cut Sheets, CEQUA

Campus Building Permit & Plan Check Requirements (cont'd)

- <u>Automatic E-mail Distribution</u> to **Plan Review Group** which include:

  - **Planning, Design & Construction (PDC)-** (Building, Structural, Accessibility Items)
  - **Campus Fire Marshal (DCFM)-** (Fire, Life and Safety items)
  - **Environmental, Health and Safety (EH&S)-** (Chemical Hazards, Scientific Equipment, Food Service Occupancies/Equipment)
  - **Facilities Services (FS)-** (Utility Infrastructure connections/alterations)
  - **Information Technology Services (ITS)-** (Data and/or Communication Infrastructure work)
  - **Capital Planning-** (Larger Capital Expenditures projects)
  - Plans/Documents may require review from additional campus units if the project warrants

- <u>Typical Timelines for Review & Approval of Plans/Permit Issuance</u>

  - (Over-the counter) with no plan review required-24 hours.
  - Minor improvements/alterations- 7 days- 1st check.
  - Major construction projects 14-21 days for 1st set of comments.

Procedures for Equipment and Modular Furniture Installation Projects

- Equipment and Furniture installation schedule shall allow time for the Campus Building Permit Program approval process

- Approved Campus Building Permit is to be provided to the UCR Procurement Office for their use prior to purchase of equipment and/or its installation.

- Required construction documents (Plans and Specifications) shall accompany the Campus Building Permit Application (See Examples)

- Contractor/applicant shall provide personnel contact list and information for Inspection & Q/A documentation and processing purposes.

- Contractor and/or applicant shall be present during all inspections.

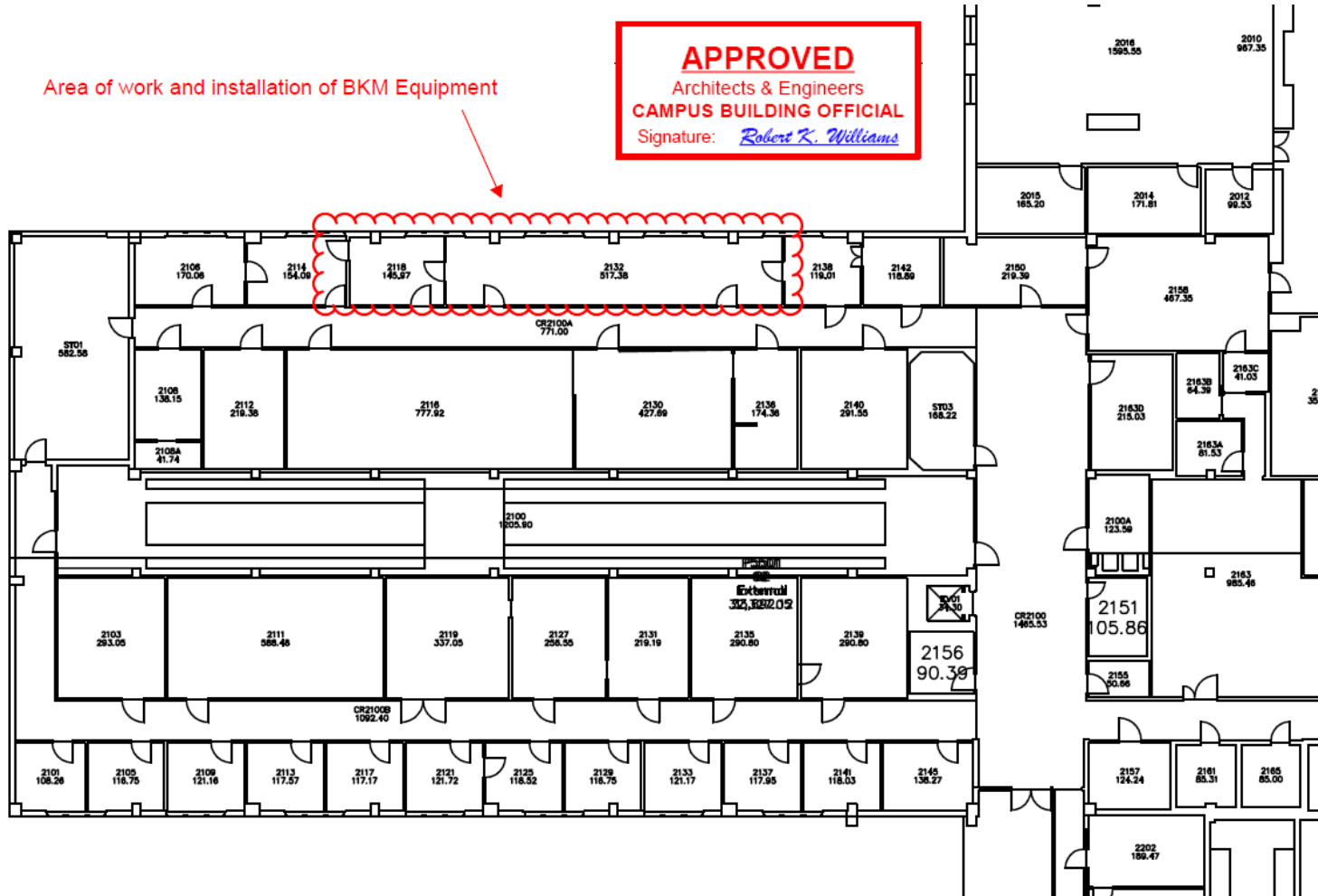- Approved Plans and Building Permit shall be present during all inspections.

Procedures for Equipment and Modular Furniture Installation Projects (continued)

- Provide building and floor locations for work/installation (See Examples)

- Provide Floor plans which include room dimensions and possible equipment and/or proposed seating arrangement to ensure proper and legal accessibility (See Examples)

- Provide Room elevation plans including ceiling height dimensions and sprinkler head, Smoke Detector, HVAC and other locations (See Examples)

- Provide Proposed desk widths, and partition wall height dimensions (See Examples)

- Provide Installation/connection details for the walls to the existing walls, floors and deck above. This is required for each specific installation. (See Examples)
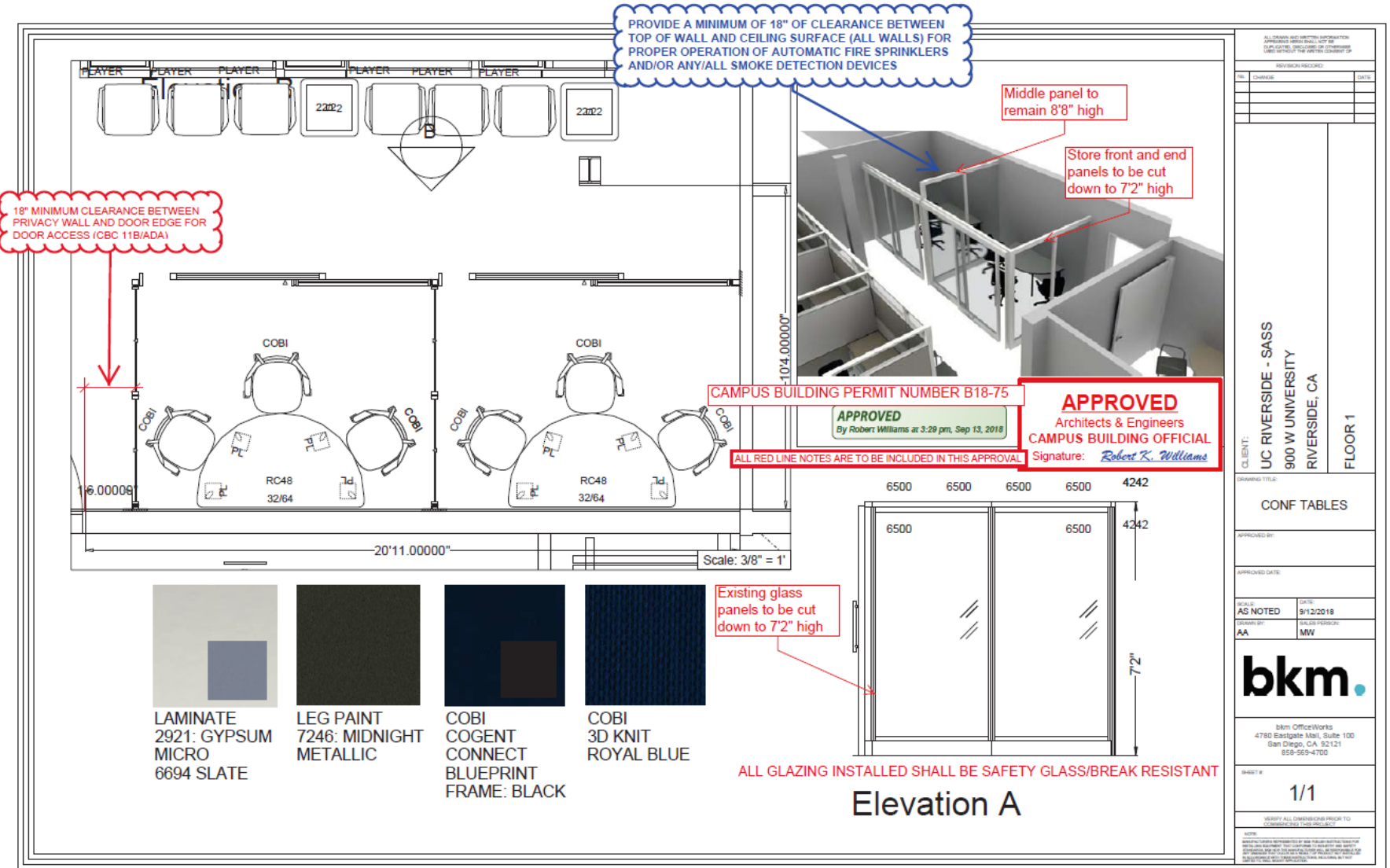
EXAMPLE: <u>APPROVED PROJECT PLAN</u>

EXAMPLE: <u>APPROVED PROJECT PLAN</u>

PROVIDE A MINIMUM OF 18" OF CLEARANCE BETWEEN TOP OF WALL AND CEILING SURFACE (ALL WALLS) FOR PROPER OPERATION OF AUTOMATIC FIRE SPRINKLERS AND/OR ANY/ALL SMOKE DETECTION DEVICES

Middle panel to remain 8'8" high

Store front and end panels to be cut down to 7'2" high

18" MINIMUM CLEARANCE BETWEEN PRIVACY WALL AND DOOR EDGE FOR DOOR ACCESS (CBC 11B/ADA)

CAMPUS BUILDING PERMIT NUMBER B18-75

APPROVED
By Robert Williams at 3:29 pm, Sep 13, 2018

APPROVED
Architects & Engineers
CAMPUS BUILDING OFFICIAL

ALL RED LINE NOTES ARE TO BE INCLUDED IN THIS APPROVAL

Signature: Robert K. Williams

COBI

COBI

RC48
32/64

RC48
32/64

Scale: 3/8" = 1'

Existing glass panels to be cut down to 7'2" high

6500   6500   6500   6500   4242

6500   6500   4242

7'2"

LAMINATE
2921: GYPSUM
MICRO
6694 SLATE

LEG PAINT
7246: MIDNIGHT
METALLIC

COBI
COGENT
CONNECT
BLUEPRINT
FRAME: BLACK

COBI
3D KNIT
ROYAL BLUE

ALL GLAZING INSTALLED SHALL BE SAFETY GLASS/BREAK RESISTANT

Elevation A

CLIENT: UC RIVERSIDE - SASS
900 W UNIVERSITY
RIVERSIDE, CA

FLOOR 1

DRAWING TITLE:
CONF TABLES

SCALE: AS NOTED
DATE: 9/12/2018
DRAWN BY: AA
SALES PERSON: MW

bkm.

bkm OfficeWorks
4780 Eastgate Mall, Suite 100
San Diego, CA 92121
858-569-4700

SHEET #:
1/1

EXAMPLE: <u>INSTALLATION AND CONNECTION DETAIL PLAN</u>

UCR Inspections

- The Campus Building Permit Inspection Card and the stamped approved plans shall be present at the jobsite for the UCR Inspector in order to perform the Inspection. No Inspection Card/Plans…No Inspection!

- Completed "As-Built" plans of Project shall be provided to the IOR prior to Final Inspection Signature.

- The Finalized Campus Building Permit shall be signed by Inspector and filed in the A&E Project folder by the Inspector of Record (IOR)

Campus Building Permit, Inspection & Quality Assurance Division

Website:
https://ae.ucr.edu/quality/qa.html

Questions: