

THE PLAN REVIEW & PERMIT PROGRAM HAS ALWAYS BEEN REQUIRED BUT IT WAS NOT ENFORCED UNTIL MARCH 2018

Permit Required- System Furniture Installation

(Modular workstations that include P-Walls, doors, overhead bookshelves attached to the wall or any furniture requiring construction) or attachments to floors and/or walls

- Allow time for the Plan Review approval process
- Apply for Campus Building Permit Application <https://cpp.ucr.edu/building-safety-division>

Submit electronic documents with Application To: Lezlie.howard@ucr.edu

- Plan of overall Building and floor locations of installation (Contact your Dept. Space Planner)
- Floor plans with room dimensions, proposed furniture arrangement and/or equipment (Vendor to provide)
- Specify if new electrical & data are required
- Room elevation plans including ceiling height dimensions and sprinkler head, Smoke Detector, HVAC and other locations (Request from Nelly Zaki @ nelly.zaki@ucr.edu)
- Manufacturer furniture cuts sheets, desk widths, and partition wall height dimensions (Vendor to provide)
- Installation/connection details for the walls to the existing walls, floors and deck above. This is required for each installation. (Vendor to provide)
- Once the work is completed, request a final inspection and a final inspection will be conducted. If approved, the permit will be signed as approved and complete <http://ucr.cforms.net>. Contact Lezlie.howard@ucr.edu for access

Furniture Exempt from Campus Building Permit

(Chairs, sofas, patio furniture, general classroom desks, interior finishes) plaster or wood, or applied materials such as wallpaper, paint, or trim.

- Submit dimensioned Floorplan with detailed location of proposed furniture
- Submit Cut Sheets or Specification on furniture flammability
- Upholstered Furniture Certification TB117
- Interior Finishes must reference CBC Chapter 8- (plaster or wood, or applied materials such as wallpaper, paint, or trim.

Submit Plans To: Michelle Griffen @ michelle.griffen@ucr.edu – Assistant to Fire Marshal
(The Campus Fire Inspectors, Cesar Pla & Xavier Martinez, will review and approve)

Facilities Services Dept

Identifies electrical & power connections on plans
Schedules with Department

ITS

Identifies data requirements
Schedules with Department