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Basis for Implementation of the UCR Campus Building Permit Program

- 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

- 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
## Documents Needed for Plan Review & Permit Approval

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

**Typical Timelines for Review & Approval of Plans/Permit Issuance**

- (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: APPROVED PROJECT PLAN

Area of work and installation of BKM Equipment

APPROVED
Architects & Engineers
CAMPUS BUILDING OFFICIAL
Signature: Robert K. Willetts
EXAMPLE: APPROVED PROJECT PLAN

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

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

Middle panel to remain 8'3" high
Store front and end panels to be cut down to 7'2" high

CAMPUSS BUILDING PERMIT NUMBER B10-75

Approved

Architects & Engineers
CAMPUSS BUILDING OFFICIAL

Signature: Robert X. Whitcomb

ALL REGULATORY NOTES ARE TO BE INCLUDED IN THIS APPROVAL

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

ALL GLAZING INSTALLED SHALL BE SAFETY GLASS/BREAK RESISTANT

Elevation A

LAMINATE 2921, GYPSUM MICRO 6894 SLATE
LEG PAINT 7246, MIDNIGHT METALLIC
COBI COGENT CONNECT BLUEPRINT FRAME: BLACK
COBI 3D KNIT ROYAL BLUE

bkm
EXAMPLE: INSTALLATION AND CONNECTION DETAIL PLAN

How to Assemble Cornice Channel and Brackets

1. The cornice channel comes in 120 inch long sections. Cut cornice channel to length as required. Apply cornice channel, as shown, in the following plan conditions.

NOTE: Run the cornice channel across as many panels as a run well allow. Make sure the end of a cornice channel and the joint of two panels coming together are not aligned.

2. See page 16 to show how the cornice brackets are installed into the following panel conditions.

How to Assemble a Panel to a Wall

1. Use at least three (3) Tek screws to attach channel (attach to wall channel or mini and assembly direction). Note: For cornice applied product. It is necessary to mechanically fasten the wall channel or mini and inner channel to the walling wall.

2. Using two notches, stand panel upright (as using the panel installation tool (not supplied)).

3. Attach additional panel(s) per floor plan. Proceed to "How to Assemble Cornice Channel & Brackets".
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: