

## USE OF UCSD BUILDING PERMIT

### I. POLICY

No erection, construction, alteration, repair or improvement shall be performed on university property without a Building Permit.

### II. PROCEDURE

The Building Permit is issued to the Contractor with the fully executed construction contract by Facilities Design and Construction, Exhibit A. The required inspections are indicated by a check mark in the appropriate box on the permit. In the case of work being performed by university employees, the permit is issued along with the written approval from Facilities Design & Construction (FD&C), Medical Center Facilities Engineering (MCFE), or Facilities Management (FM).

- A. The purpose of this permit is twofold.
  - 1. To indicate that the work being performed has been authorized by the Designated Campus Building Official. This work authorization is limited to the scope of work defined in the Contract Documents and all properly executed Change Orders. The Contract Documents and Change Orders are to be available for review at the worksite.
  - 2. To identify the MINIMUM required inspections for this work. Designated inspectors shall revise the required inspections indicated on the permit to account for any new and/or changed inspection requirements.
- B. When the amount of a work element to be inspected requires multiple interim inspections, the interim inspections shall be noted on the back of the permit with the space of the face of the permit being reserved for the final inspection of that element of work.
- C. The inspections for overall Fire / Life Safety required for the Final Fire Clearance shall be indicated as acceptable by the Designated Campus Fire Marshal's sign-off under the FINAL INSPECTIONS section on the permit.
- D. Outside agencies such as Office of Statewide Health Planning and Development (OSHPD) may have their own inspection / acceptance forms and may be unwilling to sign-off on the permit. In these cases, a copy of the outside agency's form shall be attached to the permit.
- E. Upon acknowledgement of Substantial Completion by the University Representative and issuance of a Certificate of Occupancy by the Campus Designated Building Official, the permit with all attachments, shall be returned to Facilities Design and Construction.

Effective: 1/1/2007

Supersedes:

Issuing Office: **Facilities Design & Construction**

**EXHIBIT A**

Obtain Form from Facilities Design & Construction

OFFICE OF FACILITIES DESIGN AND CONSTRUCTION UNIVERSITY OF CALIFORNIA, SAN DIEGO							
Designated Campus Building Official: M. Boone Hellmann, Associate Vice Chancellor: _____				Date: _____			
Authorizes this Work by Issuing this							
BUILDING				PERMIT			
For The Project Known As: _____				Project No. _____			
No Erection, Construction, Alteration, Repair or Improvement Shall be Performed Without a Building Permit							
This Permit Shall Be Posted At The Work Site							
MINIMUM REQUIRED INSPECTIONS				REQUIRED SPECIAL INSPECTIONS			
INSPECTION	REQ'D IF CHECKED	INSPECTOR	DATE	INSPECTION	REQ'D IF CHECKED	INSPECTOR	DATE
Temp. Constr. Electrical				Soils Compliance Prior to Foundation Inspection			
Underground Electrical				Structural Concrete Over 2500 PSI			
Underground Plumbing				Prestressed Concrete			
Underground Water				Post Tensioned Concrete			
Underground Mechanical				Field Welding			
Reinforcing Steel				High Strength Bolts			
Foundation				Special Masonry			
Grounding Electrode Foundation__ Driven__				Applied Fireproofing			
Piers							
Masonry							
Rough Electrical							
Rough Plumbing							
Waste & Vent				DESIGNATED CAMPUS FIRE MARSHAL INSPECTIONS			
Gas Lines				INSPECTION	REQ'D IF CHECKED	INSPECTOR	DATE
Framing				U/G Fire Service Main			
Rough HVAC				Fire Protection System			
Building Insulation				Fire Alarm System			
Ceiling Grid				Special Fire Protection Sys.			
Lath				Fire Resistant Construction			
Drywall							
				FINAL INSPECTIONS			
Interim Inspections on Back				INSPECTION	REQ'D IF CHECKED	INSPECTOR	DATE
INSPECTOR'S NOTES:				Environ. Health & Safety			
				Des. Campus Fire Marshal			
				Facilities Design & Constr.			
				Facilities Management			
				Facilities Engineering			
				UCSD Telecom (ACT)			
				OSHPO			
				Reclaimed Water			
				State Elevator Inspector			
				APCD			
SEQUENCE OF APPROVAL OF WORK ON THIS PROJECT IS THE RESPONSIBILITY OF THE SUPERINTENDENT OR PERMITTEE. EACH STATE OF WORK SHALL BE LEFT EXPOSED AND BE APPROVED BEFORE COVERING.							