Following are descriptions of phased construction building permits, and the criteria for the issuance of these permits. Campuses are limited to permits for these phases in most circumstances. If other types of permits are determined to be important to the project CPDC shall be contacted for agreement on permit criteria for that specialized permit. In all cases, Campus shall not begin project construction without a Campus Building Permit, certified by the Campus Building Official that all of the prescribed criteria described in the following have been completed.

**Plan-check Process**

**Code Analysis Set**

1. For all projects inappropriate for approval by the Campus Deputy SFM, and as an early component of Schematic Design, Campus shall develop a Code Analysis document set to establish and confirm design intent. *This is required whether or not the project is using a phased permit approach.*

2. The Code Analysis set shall contain the information required by the OSFM Phased Building Permit Submittal Guide and be approved by the OSFM.

3. CPDC recommends that Campus secure an independent plan check review and include the resulting comments of that plan check review on the Code Analysis set before SFM submittal. After plan check comments are resolved, submit to OSFM for approval.

4. For projects $3 Million+, Campus shall submit the Code Analysis set and then schedule an in-person review meeting with OSFM, the Campus design team, and CPDC representatives.

5. Submit the Code Analysis set to OSFM Sacramento. Incorporate comments into a revised Code Analysis package and submit within seven (7) calendar days of the meeting, or as agreed. The OSFM review will be a back-check confirmation that all comments are incorporated. Once OSFM approves the Code Analysis set, campus shall include the approved set as an OSFM-approved reference in all future project submittals to OSFM.

**Design Development and OSFM Interface**

1. CPDC and OSFM encourage design development “Plan-Flip” Meetings between OSFM and CSU project teams to help facilitate OSFM’s understanding of the construction documents.

2. The purpose of the Plan-Flip meeting is to address review questions, and in doing so, reduce OFSM review durations. Campus should schedule these meetings to take place at all critical project junctures, and most importantly as part of the OSFM acceptance of documents for review and approval prior to issuance of any CSU permit. Campus shall engage and make OSFM a part of required project solutions, and keep OSFM up to speed with a project’s progress and schedule.

3. The Plan-Flip meeting is required if the campus elects to change design parameters affecting the previously OSFM-approved Code Analysis package.

4. The Plan-Flip meeting is recommended at 50% CD. All proposed engineering judgment requests must be presented to OSFM in this manner.

5. The Plan-Flip meeting is recommended as a part of the 95% CD submittal.

**Demolition Permit**

Criteria for CSU Demolition Permits are as follows:

1. Entire Project GMP must be in place, unless the permitted phase is done as a separate award with its own NTP and NOC, to separate it from the subsequent phases and keep control of the GMP process. In this case, a GMP for the demo phase must be in place.

2. Project funding in place for the permitted phase.
3. The following must be completed before submittal to OSFM:
   a. Include OSFM Plan Review Triage checklist, filled out, all criteria completed.
   b. SRB and MRB site reviews and conceptual approvals on all required documents to date.
   c. Review by all local jurisdictions of all elements that may affect Civil or Demolition, with comments received and incorporated into documents.
   d. Review and approval of site staging plans by local Fire Department on remaining campus access, involvement of Campus deputy SFM.
   e. Obtain Independent Plan Check Firm approval on all permit documents and conceptual approval on remaining 100% DD documents.

4. The Demolition Permit set shall contain the information required by the OSFM Phased Building Permit Submittal Guide, and be approved by the OSFM.

5. Campus Deputy Building Official issues Permit for the work.

Site Grading and/or Site Utilities Permit
Criteria for CSU Site Grading/Site Utilities Permits are as follows:
1. Entire Project GMP in place, unless the permitted phase is done as a separate award with its own NTP and NOC, to separate it from the subsequent phases and keep control of the GMP process. In this case, a GMP for the Grading and/or Site Utilities phase must be in place.

2. Project funding in place for the permitted phase

3. The following must be completed before submittal to OSFM:
   a. Include OSFM Plan Review Triage checklist, filled out, all criteria completed.
   b. OSFM Approval of Code Analysis package.
   c. SRB and MRB site reviews and conceptual approvals on all required documents to date.
   d. Review by all local jurisdictions of all elements that may affect Civil or Demolition, with comments received and incorporated into documents.
   e. Obtain Independent Plan Check Firm approval on site construction documents and conceptual approval on remaining 100% DD documents.

4. The Site Grading and/or Site Utilities Permit set shall contain the information required by the OSFM Phased Building Permit Submittal Guide, and be approved by the OSFM.

5. After initial submittal and OSFM triage approval, the project team, including the civil engineer, shall meet in-person with the OSFM reviewer to obtain over-the-counter SFM approval. Optional involvement of the local Campus deputy SFM.

6. Campus Deputy Building Official issues permit for work.

Foundation Permit
Criteria for CSU Foundation Permit are as follows:
1. Project GMP accepted.

2. Project funding in place.

3. The following must be completed before submittal to OSFM:
   a. Include OSFM Plan Review Triage checklist, filled out, all criteria completed.
   b. OSFM Approval of Code Analysis package, and all other previous permit phases.
   c. SRB review and approvals on drawings to date and all structural loads.
   d. MRB review and approvals on documents to date.
   e. Independent Plan Check Firm approval on all documents, including access and fire protection. All plan check comments incorporated into drawings.
   f. Review by all local jurisdictions, comments received and incorporated into documents.
   g. DSA submittal made. CPDC will accept construction activities in advance of DSA written approval if independent plan check reviews have been completed, comments incorporated and a timely submittal to DSA has been made.
4. Projects three or more stories require CSU Building Official (Chancellor’s Office, Chief of Architecture and Engineering) signature approval on the foundation permit in addition to Campus Deputy Building Official approval.

5. Campus Deputy Building Official issues Permit for the work.

**Structure / Building Permit**

The Structure / Vertical Construction / Building packages may be covered under one permit, or may be separated as detailed in the OSFM Phased Building Permit Submittal Guide.

Criteria for CSU Building Permit are as follows:

1. Project GMP accepted.
2. Project funding in place.
3. The following must be completed before submittal to OSFM:
   a. Include OSFM Plan Review Triage checklist, filled out, all criteria completed.
   b. OSFM Approval of Code Analysis package, and all other previous permit phases.
   c. 100% Construction Document and specifications package completed.
   d. SRB and MRB review and final approvals on documents.
   e. Independent Plan Check Firm approval on all documents, including access and fire protection. All plan check comments incorporated into drawings.
   f. Review by all local jurisdictions, comments received. Prefer that all comments are incorporated into documents.
   g. Review by DSA and local CASp staff with all comments received. Prefer that all comments are incorporated into documents.
4. The Structure / Building Permit set shall contain the information required by the OSFM Phased Building Permit Submittal Guide, and be approved by the OSFM.
5. Keep CPDC informed of SFM progress, if after a 45 day review period SFM has not returned comments involve CPDC staff.
6. Projects three or more stories require CSU Building Official (Chancellor’s Office, Chief of Architecture and Engineering) signature approval on the building permit in addition to Campus Deputy Building Official approval.
7. Campus Deputy Building Official issues Permit for the work.

**95 % Construction Documents Submittal to OSFM**

If not part of a phased permit the 95% Construction Documents submitted to OSFM must:

1. Include OSFM Plan Review Triage checklist, filled out, all criteria completed.
2. OSFM Approval of Code Analysis package.
3. Campus Deputy Building Official shall provide a letter to OSFM as part of the review package that warrants that the project is code compliant, has been plan checked as detailed in CSU’s Capital Project Management Checklist, and incorporates all criteria agreed upon to date with OSFM.
4. Complete all plan-checks, including independent Fire-Life-Safety review, with all comments incorporated into plan.