

Guidelines, Requirements, and Best Practices for:
**CSU Plan Review & Permit
Authorization Program - 2022**

CSU PERMIT WORKING GROUP



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Permit Working Group Charter & Preamble

CSU Commitment to Ensuring the Health, Safety, Welfare of All on our Facilities

Vision: To create **Policies, Procedures and Best Practices** that comply with the provisions of the Building Code and are consistent with the California State University's (CSU) strategic imperatives and goals of delivering world-class higher education to the State of California.

Mission: To provide services for building and structure permitting, plan review, inspection and issuing Certificates of Occupancy that meet the intent of the objectives and mandates of the Building Standards Commission (BSC) and [California Building Standards Code, Title 24 of the California Code of Regulations \(Title 24\)](#) and supports the CSU construction programs for Academic, Auxiliary and other Self-Supporting Programs regardless of funding source. These services include primary and secondary reviewers and stakeholders to participate in a collaborative and concurrent method in order to deliver timely plan review and permitting that ensures the protection of the health, safety, and welfare of the general public and all inhabitants on CSU facilities.

Furthermore, and more specifically, the goal is to provide professional, efficient, personal and accurate oversight, quality and concise documentation of construction documents to ensure that quality code compliance, accessibility, sustainability, and safety are implemented for all construction projects and facilities utilized by our CSU educators, administrators, and students.

Six Strategic Imperatives:

1. Achieve Systemwide effectiveness and credibility in gaining and improving Code Compliance and Safety as it relates to the CSU acting as its own Authority Having Jurisdiction (AHJ).
2. Promote a culture of understanding of our duties, responsibilities, and of our limitations to all of our direct and peripheral design team stakeholders.
3. Ensure safe, code compliant, sustainable, accessible, and high-quality buildings and structures for all users on CSU Campuses and Facilities.
4. Promote responsive, professional, and a consistent Systemwide framework of processes.
5. Communicate clearly, effectively, and often with all design teams.
6. Continuously improve processes, initiate and promote enhanced training in order to elevate the knowledge base, and encourage a spirit of collaboration between the CSU Office of the Chancellor (CSUCO) and the Campus Deputy Building Officials (CDBO) and campus staff.

Six Core Values:

The values which are of the utmost importance for the CSU Building Official and the Campus Deputy Building Officials are as follows:

1. Professional, knowledgeable, and ethical organizational values;
2. Accountability and responsibility;
3. Thorough, consistent, and knowledgeable decision making;
4. Transparency and responsibility;
5. Promote a collegial atmosphere of working together with exemplary cooperation between specialized professionals; and
6. Foster trust amongst stakeholders and actors but provide safeguards to verify.

Preamble: California State University (CSU) system strives to provide a quality, healthy, accessible, and safe setting for all students, faculty, staff members, as well as all visitors and guests on our campuses. The CSU Building Official delegates responsibility to each CSU Campus the Authority and Duties to the Campus Deputy Building Official for compliance with California Building Standards Code, [Title 24](#) and other regulations of the California Standard Commission to act on behalf of the CSU Office of the Chancellor and the Board of Trustees to issue building permits and compliance with all applicable codes and regulations. The CSU Office of the Chancellor’s department of Capital Planning, Design and Construction (CPDC) shall administer these Systemwide Policies on behalf of the CSU.

While all members of the campus community could be said to share this aspiration, one appointed position – the Campus Deputy Building Official – on each CSU campus is authorized, directed, has ownership of and manages particular institutional responsibilities for ensuring the health, safety, and welfare of this community as it relates to buildings and structures. However, the CSU Building Official along with the Office of State Fire Marshal (OSFM) for fire and panic safety remains the primary and final AHJ for the CSU.

The Campus Deputy Building Official fulfills their respective responsibilities in part through the application, interpretation, and enforcement of provisions of laws, regulations, and policies that lie within the position’s jurisdictional authority and technical capability. This document focuses on the responsibilities of the CDBO along with assistance from the CSU Office of Fire Safety (OFS) to discharge their respective responsibilities in conformance with the California Building Standards Code, [Title 24](#) – and certain California State University policies, which together govern all design, construction, and renovation of CSU/State-owned, CSU/State-occupied, or CSU Administered Properties.

The CSU’s autonomy as the AHJ under the California Building Code (Code) (CBC) confers specific responsibilities in the realm of design, construction, renovation, and code compliance of all facilities, buildings, and structures. At each CSU campus, responsibility for application of the Code devolves to the CDBO and the campus’s OFS Campus Designated Fire Marshal (CDFM). These positions are analogous to code compliance authorities found in municipalities and other jurisdictions.

The SFM is the co-AHJ for those provisions of the CBC and CFC dealing specifically with fire and panic safety; all other provisions of the Code are within the jurisdiction of the CDBO, who in turn is supported by the Inspectors of Record (IOR) or Campus Planning and Design (CPD), and Campus Project Managers and Project Administrators. In addition to the focus on code compliance, the IORs and other campus personnel ensure that CSU projects reflect the quality of work intended in contract documents, of industry standards and practices, and highest level of code compliance possible.

Among the requirements of the Code is that design and construction is subject to the AHJ’s review of designs and construction documents, and issuance of a building permit prior to the commencement of construction. To the extent that virtually all construction and renovation is governed by the Code, the review of design and issuance of a building permit is similarly a CSU requirement of law and by policy. At all CSU/State-owned, CSU/State-occupied, or CSU/State Administrated Properties, this requirement is applicable to all construction, whether implemented by any CSU campus entity or by a private contractor; conformance with this requirement is not discretionary; it is mandatory to ensue code compliance.

Plan Review and Building Permit Program at CSU

Each California State University campus and facility is required to maintain a plan review and building permit program under the jurisdiction of the respective CDBO in accordance with the guidelines outlined herewith in this document. These programs are typically the responsibility of CPD associated with the campus. CSU's Plan Review and Building Permit Program is administered by the individual campuses' OFSs, CFMs, and IORs. As noted above, the Capital Program's plan review, permitting, quality, and code compliance programs are responsive to the requirements of law and CSU PolicyStat/SUAM policies, and are applicable to the relevant activities as conducted by those campus entities authorized to perform or to contract for design and construction services. These authorized entities are CPDC, CPD, Campus Facilities Operations and Maintenance (O&M), Campus Auxiliary Enterprises/Auxiliary Services (CSU-AEAS), Auxiliary Organizations (AO) (separate from the CSU), or Public-Private Partnerships (PPP) on any and all CSU/State-owned, CSU/State-occupied facilities, or CSU/State Administered Properties.

The purpose of this document is to describe the requirements, procedures, and actions mandated by the State of California, the California Building Standards Commission, and the CSU which constitute the Plan Review and Building Permit Program, and to provide guidance to the campuses, as well as designers and builders employed by the campuses.

I. Campus Building Permit Program Overview

(Excerpts from the CSU Policies (PolicyStat/SUAM), the California Building Standards Code, and the California Health and Safety Code)

PROGRAM INTRODUCTION

Numerous building codes, standards, federal and state legislation, and federal, state, and local agency regulations affect CSU construction projects. Because the CSU is its own enforcement agency (AHJ) for all California Building Standards Code requirements, except certain requirements of the fire code, access compliance with respect to state-funded projects, the Campus Deputy Building Official is responsible for implementing a program which ensures that all code related matters pertaining to CSU construction projects comply with all relevant California Building Standards Code requirements. For additional code requirements, CSU projects are also subject to plan approval and enforcement authority by two other state agencies:

Office of the State Fire Marshal (OSFM) and Division of the State Architect/Access Compliance (DSA-AC).

2019 California Building Code, Title 24, Part 2 (Volumes 1 & 2), Chapter 1, Division 1, Section 1.1.3.2:

The model code, state amendments to the model code, and/or state amendments where there are no relevant model code provisions shall apply to the following buildings, structures, and applications regulated by state agencies as specified in Sections 1.2 through 1.14, except where modified by local ordinance pursuant to Section 1.1.8. When adopted by a state agency, the provisions of this code shall be enforced by the appropriate enforcing agency, but only to the extent of authority granted to such agency by the state legislature.

- 1. State-owned buildings, including buildings constructed by the Trustees of the California State University, and to the extent permitted by California laws, buildings designed and constructed by the Regents of the University of California, and regulated by the Building Standards Commission.*

II. Program Purpose and Scope

Purpose – This section describes the overall purpose of the Plan Review and Building Permitting Program instituting the California Building Code as it relates to the CSU and the need for Inspection on all CSU campuses.

CBC 1.1.2 Purpose – *“The purpose of this code is to establish the minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, access to persons with disabilities, sanitation, adequate lighting and ventilation, and energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.”*

Scope – This section defines the overall scope of the California Building Code and how it relates to the CSU and the requirement for the enforcement of building codes ensuring inspection on all construction projects, whether they are minor remodels, renovations, repairs, or capital projects, accomplished with the Plan Review and Building Permit Programs.

1.1.3 Scope – *“The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures throughout the State of California.”*

1.1.3.2 State-regulated buildings, structures, and applications – *“The model code, state amendments to the model code, and/or state amendments where there are no relevant model code provisions shall apply to the following buildings, structures, and applications regulated by state agencies as specified in Sections 1.2 through 1.14, except where modified by local ordinance pursuant to Section 1.1.8. When adopted by a state agency, the provisions of this code shall be enforced by the appropriate enforcing agency, but only to the extent of authority granted to such agency by the state legislature.”*

1. *“State-owned buildings, including buildings constructed by **the Trustees of the California State University, and to the extent permitted by California laws**, buildings designed and constructed by the Regents of the University of California, and regulated by the Building Standards Commission. See Section 1.2 for additional scope provisions.”*

III. Governing Authority and Requirements for CSU as the Enforcement Agency

The governing authority for the creation of an enforcement agency at the CSU is clearly cited in the following references: California Education Code; the current California Building Standards Codes; and CSU Policy titled Project Plan Development for Major Capital Construction Projects. All are referenced numerous times below. The Governing Authority *and* the requirement for the creation of the enforcement agency are both clearly cited in the text as follows:

Building Code Plan Check: The CSU is responsible for the enforcement of building codes as approved by the California Building Commission. (Ref. Health and Safety Code Section 18901 - 18949.6 and California Building Code Section 101.17).

California Education Code 66606

66606 – *The Trustees of the California State University shall succeed to the powers, duties, and functions with respect to the management, administration, and control of the state colleges heretofore vested in the State Board of Education or in the Director of Education, including all powers, duties, obligations, and functions specified in Article 2 (commencing with Section 90010) of Chapter 8 of Part 55, and all obligations assumed by the State Board of Education pursuant to that article prior to July 1, 1961.*

On and after July 1, 1961, the Trustees of the California State University shall have full power and responsibility in the construction and development of any state university campus, and any buildings or other facilities or improvements connected with the California State University. The powers shall be exercised by the Trustees of the California State University.

CALIFORNIA BUILDING Standards CODE (CBC), SECTION 103-DEPARTMENT OF BUILDING SAFETY

CBC Section [A] Section 103.1 Creation of enforcement agency – *The Department of Building Safety is hereby created and the official in charge thereof shall be known as the building official.*

CBC Section [A] Section 103.2 Appointment – *The building official shall be appointed by the chief appointing authority of the jurisdiction.*

CBC Section [A] Section 103.3 Deputies – *In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the building official shall have the authority to appoint a deputy building official, the related technical officers, inspectors, plan examiners, and other employees. Such employees shall have powers as delegated by the building official. For the maintenance of existing properties, see the California Property Maintenance Code.*

CAMPUS DEPUTY BUILDING OFFICIAL

The Campus Deputy Building Official (CDBO) – CDBOs are the administrative leader in the process of code compliance for the CSU Campus. Their responsibility is to provide a process by which all construction work on the CSU campus is reviewed, permitted, inspected, and finalized in compliance with all applicable codes and standards. Furthermore CDBOs are CSU campus appointed responsible campus specific building code administrative and operational control as identified, submitted and approved annually in the Delegation Management Plan for each campus. This individual acts as a deputy under the authority of the CSU Building Official. Additionally, the Quality Assurance of all construction projects is also ensured through this process.

All CDBOs are campus-appointed individuals responsible for campus-specific building code administrative and operational control as identified in the approved Delegation Management Plan for each campus. This individual acts as a deputy under the authority of the CSU Building Official.

CSU PolicyStat/SUAM, Section 9232

In accordance with the CSU policy Project Plan Development for Major Capital Construction Projects – each campus shall appoint a deputy building official responsible for campus-specific administrative and

operational control. The Campus Deputy Building Official acting on behalf of the Trustees, and under the authority of the Chancellor or Campus President, should possess a current California architect or engineer license. In the event no university official has a license as stated above, the Campus President may designate a university employee as the Campus Deputy Building Official where that employee possesses substantial knowledge of the design and construction of university facilities and the relevant codes. In the absence of a designated Campus Deputy Building Official on a campus, the Campus Building Official shall be the senior building official in the CSU Office of the Chancellor.

Under the [Building Code \(CBC Section 105.1\)](#), no building or structure shall be erected, constructed, enlarged, repaired, moved, improved, removed, converted, or demolished without a building permit [written validation] except those projects exempted by code ([CBC, Section 105.2](#)); i.e., fences not over 7 feet, cases, counters and partitions not over 5 feet 9 inches high, painting, on-grade walks, drives, and platforms. The responsible building official for each campus shall issue a written validation certificate for each project and each respective campus shall maintain a record of all validations.

CSU's BUILDING OFFICIAL AND CAMPUS DEPUTY BUILDING OFFICIAL AUTHORITY AND RESPONSIBILITY

Introduction – The Campus Deputy Building Official is the administrator responsible for ensuring that all campus construction work, performed by those campus units authorized to perform construction, follows and is in compliance with the California Building Codes requirements as described and detailed in “**Section [A] 103.1, Creation of enforcement agency**”. Although this section is not adopted by the BSC, it does provide guidance regarding the CSU’s administration of the Code. This responsibility and authority is integral to creating and implementing a system of streamlined yet responsible processes which allows the campus building official to establish the minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations. For the Plan Review and Building Permit Program the building official shall:

- Receive permit applications and construction documents.
- Review construction documents and require necessary corrections.
- Upon application and plan approval, issue permits for the erection, alteration, repair, demolition, and moving of buildings and structures.
- Inspect the premises for which such permits have been issued.
- Ensure Inspection and Quality Assurance Compliance with the provisions of this code.

This introduction correlates directly with the following sections detailing the legal authority noted within the PolicyStat/SUAM and CBC which authorizes and requires the building official to implement a program which ensures compliance with the CBC and Facilities Manual.

CBC SECTION 104 – DUTIES AND POWERS OF BUILDING OFFICIAL

CBC Section [A] 104.1 General – *The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of this*

code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

IV. Other Governing Authorities and Requirements as Enforcement Agencies

There are references for other shared governing authorities as enforcement agencies on CSU projects cited in the following references: California Education Code; the current California Building Standards Codes; and CSU PolicyStat/SUAM Project Plan Development for Major Capital Construction Projects 9232. With noted exceptions, all CSU projects are required to be reviewed by the California State Fire Marshal as it relates to fire (life) and panic safety; a SFM submittal is required to be submitted into the GOVMotus (Fire) application system for all CSU projects. On small minor projects and at the discretion of OSFM and the concurrence with the CSU Deputy Director of Fire Safety, Deputy SFM inspectors may review and issue field plan approvals but still require an application submittal to GOVMotus.

Access Compliance for CSU projects must be certified by the State of California Department of General Services, Division of the State Architect (DSA), Access Compliance Unit known as DSA-AC; DSA is the Enforcing Agency for Access Compliance for the CSU. A direct submittal to DSA is required using DSA's Electronic Plan Review process.

The Governing Authorities *and* the requirements for the creation of the enforcement agencies are cited in the text as follows:

California Building Standards Commission (BSC)

CBC, SECTION 1.2 – BUILDING STANDARDS COMMISSION

1.2.1 BSC – Specific scope of application of the agency responsible for enforcement, the enforcement agency, and the specific authority to adopt and enforce such provisions of this code, unless otherwise stated.

1. *State buildings for all occupancies.
Application—State buildings (all occupancies), including buildings constructed by the Trustees of the California State University (CSU) and the Regents of the University of California (UC) where no state agency has the authority to adopt building standards applicable to such buildings.
Enforcing agency—State or local agency specified by the applicable provisions of law.
Authority cited—Health and Safety Code Section 18934.5. Reference—Health and Safety Code, Division 13, Part 2.5, commencing with Section 18901.*
2. *University of California, California State Universities, and California Community Colleges.
Application—Standards for lighting for parking lots and primary campus walkways at the University of California, California State Universities, and California Community Colleges.
Enforcing agency—State or local agency specified by the applicable provisions of law.
Authority cited—Government Code Section 14617. Reference—Government Code Section 14617.*
3. *Existing state-owned buildings, including those owned by the University of California and by the California State University.
Application—Building seismic retrofit standards including abating falling hazards of structural and*

nonstructural components and strengthening of building structures. See also Division of the State Architect. Enforcing agency—State or local agency specified by the applicable provisions of law. Authority cited—Health and Safety Code Section 16600. Reference—Health and Safety Code Sections 16600 through 16604.

Office of State Fire Marshal (OSFM):

HEALTH & SAFETY CODE

[HSC §13108\(c\)](#): Except as otherwise provided in this section, the State Fire Marshal shall enforce the regulations adopted by the State Fire Marshal and building standards relating to fire and panic safety published in the California Building Standards Code in all state-owned buildings, state-occupied buildings, and state institutions throughout the state. Upon written request from the chief fire official of any city, county, or fire protection district, or a Designated Campus Fire Marshal, pursuant to [§13146](#), the State Fire Marshal may authorize that person as the State Fire Marshal's authorized representative ... to make fire prevention inspections of state-owned or state-occupied buildings, other than state institutions, for the purpose of enforcing regulations relating to fire and panic safety adopted by the State Fire Marshal ... Authorization from the State Fire Marshal shall be limited to those fire departments or fire districts which maintain a fire prevention bureau staffed by paid professionals.

[HSC § 13146](#): (a) The responsibility for enforcement of building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to fire and panic safety and other regulations of the State Fire Marshal shall be as follows:

(5) The State Fire Marshal shall enforce the building standards and other regulations of the State Fire Marshal on all University of California campuses and properties administered or occupied by the University of California and on all California State University campuses and properties administered or occupied by the California State University. For each university campus or property, the State Fire Marshal may delegate that responsibility to the person of the State Fire Marshal's choice who shall be known as the Designated Campus Fire Marshal.

Division of State Architect – Accessibility Compliance (DSA-AC):

CALIFORNIA GOVERNMENT CODE

[CA Govt Code § 4450](#) et. seq.: (a) It is the purpose of this chapter to ensure that all buildings, structures, sidewalks, curbs, and related facilities, constructed in this state by the use of state, county, or municipal funds, or the funds of any political subdivision of the state shall be accessible to and usable by persons with disabilities.

[CA Govt Code § 4451 \(2017\)](#): (a) Except as otherwise provided in this section, this chapter shall be limited in its application to all buildings and facilities stated in Section 4450 intended for use by the public, with any reasonable availability to, or usage by, persons with disabilities, including all facilities used for education and instruction, including the University of California, the California State University, and the various community college districts, that are constructed in whole or in part by the use of state, county, or municipal funds, or the funds of any political subdivision of the state.

[CA Govt Code § 4454](#): (a) Where state funds are utilized for any building or facility subject to this chapter, or where funds of counties, municipalities, or other political subdivisions are utilized for the construction of elementary school, secondary school, or community college buildings and facilities

subject to this chapter, no contract shall be awarded until the Department of General Services has issued written approval stating that the plans and specifications comply with the intent of this chapter.

V. Basis for CSU Plan Review and Building Permit Program

The sections cited from the California Building Code and the policies set out by the CSU Policies state the basis for the requirement for the CSU Plan Review and Building Permit Program. As mandated by California Law and noted previously, the purpose of these codes is to establish minimum requirements to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, equal access to persons with disabilities, sanitation, adequate lighting and ventilation, and energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.

The Campus Deputy Building Official has the authority as provided within these code sections and is directed to ensure that all codes, standards, and requirements are incorporated into all construction projects at CSU facilities.

VI. Code Compliance

As outlined in CSU policies and state laws, all CSU design and construction projects must comply with all applicable state building code requirements and all applicable local, state, and federal agency regulations. Several other titles of the California Code of Regulations (CCR) apply to different aspects of California State University projects. These titles may include operational or construction provisions. Use of these titles depends on the type of project. Title 24, or the California Building Standards Code (CBSC), is one of 26 titles of CCR, formerly called the California Administrative Code (CAC). By PolicyStat/SUAM policy and practices, the California State University follows 12 parts of CCR, Title 24, Title 19, and California Building Standards Code, for code compliance. Some codes are based on nationally recognized model codes, while others are California's own codes and regulations. California adds its specific requirements, called "amendments", to the model codes. Codes also reference national standards developed by organizations such as the National Fire Protection Association (NFPA), the American Society of Civil Engineers (ASCE), etc.

CCR, Title 24, California Building Standards Code (latest edition), consists of 12 parts except as noted below:

- *Part 7 - (No longer published in Title 24. See Title 8, CCR)*

Additionally, the California State University complies with regulations of the following state agencies:

- *California Building Standards Commission (BSC)*
- *Office of the State Fire Marshal (OSFM)*
- *Division of the State Architect/Access Compliance (DSA-AC)*
- *Other state regulations listed in PolicyStat (formerly SUAM) Policies 9203*

Additionally, the California State University in compliance with state regulations and CSU Policies reviews

and considers recommendations of and from the following CSU Boards:

- Seismic Review Board (SRB)
- Mechanical Review Board (MRB)
- Office of Fire Safety (OFS)

Additionally, the California State University complies with regulations of respective local agencies (for example – not a complete list):

- Local Health Department Review as it relates to food services and aquatic facilities.
- Local Fire Departments Authorities in conjunction with OSFM's Authority as it relates to fire and panic safety.

INTERPRETATION

Based on the California State University and state mandated regulations, it is incumbent upon CSU to ensure that these regulations for design and construction on CSU campuses are complied with to the fullest and highest possible level. This is accomplished through the CSU Office of the Chancellor's CSU Chief Building Official who may delegate their authority to Campus Deputy Building Officials along with Campus Presidents. The CDBO is responsible administrative and operational control that includes the Plan Review; issuing Building Permits; Inspections Programs. Furthermore, the CDBO is a co-authority issuing Building Permits and Certificates of Occupancy in conjunction, coordination, and concurrence with the Office of State Fire Marshal as it relates to fire and panic safety. Each Campus Deputy Building Official is authorized and required to enforce the state regulations and CSU PolicyStat/SUAM policies and standards set forth in state law.

VII. Building Official and Inspector of Record Qualification Requirements at CSU

All work shall be subject to inspection by the (campus) Construction Inspector of Record, or a designated inspector acting on behalf of the Campus Deputy Building Official. Each Campus President appoints a Campus Deputy Building Official responsible for campus-specific administrative and operational control. The Campus Deputy Building Official acting on behalf of the Trustees, and under the authority of the Chancellor and as delegated to the CSU Systemwide Building Official, shall possess the following:

1. A current State of California Architect or Professional Engineering license.
2. An ICC Certification as a B2 Commercial Building Inspector or B3 Building Plans Examiner.
3. Other certifications from DSA, OSHPD, and/or CASp are suggested.

In the event no university official has a professional license as stated above, the Campus President may designate a university employee as the Campus Deputy Building Official where that employee possesses substantial knowledge of design and construction of university facilities and the relevant codes; it is suggested in these cases—but not mandatory—that qualifications in either items #2 or #3 above are met. Campus Deputy Building Officials and the CSU Systemwide Building Official can delegate and appoint Inspectors of Records (IOR) to perform the duties listed in PolicyStat/SUAM 9792.05 thru 9792.08. Campuses have the option to perform these duties in-house with qualified staff or obtain outside IOR inspectors to provide field inspection services for the project. Credentials for Inspector of Record shall possess the following ICC Certifications as suggested #A and/or #B below depending on the work being performed:

- A. B2 Commercial Building Inspector or C5 Commercial Combination Inspector and/or OSHPD Class A
- B. E2 or P2 or M2 Inspector Certification – Electrical or Plumbing or Mechanical
- C. Other Certifications from DSA, OSHPD, and/or CASp are strongly suggested

The building official is authorized to accept reports of approved inspection agencies, provided that such agencies satisfy the requirements as to qualifications and reliability.

Although not adopted by the BSC, CBC Appendix A - A1010.1 Building Official for guidance for suggestive qualifications for Building Officials, helps guide the CSU to determine the qualifications of code officials, inspectors of records, etc. and provides clarification of properly credentialed IOR as listed in PolicyStat/SUAM 9700.05.

CBC Appendix A, A101.1 Building Official – The building official shall have not fewer than 10 years' experience or equivalent as an architect, professional engineer, inspector, contractor, or superintendent of construction, or any combination of these, five years of which should have been supervisory experience. The building official should be certified as a building official through a recognized certification program. The building official shall be appointed or hired by the applicable governing authority.

CBC Appendix A, A101.3 Inspector and Plans Examiner – The building official shall appoint or hire such number of officers, inspectors, assistants, and other employees as shall be authorized by the jurisdiction. A person who has fewer than five years of experience as a contractor, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction shall not be appointed or hired as inspector of construction or plans examiner. The inspector or plans examiner shall be certified through a recognized certification program for the appropriate trade.

VIII. Permitting Requirements at CSU

CAMPUS BUILDING PERMITS REQUIRED

The CSU is responsible for the enforcement of building codes as approved by the California Building Commission. (Ref. [Health and Safety Code Section 18901 - 18949.6](#) and [California Building Code Section 101.17](#)). (See also CSU PolicyStat/SUAM, [Section 9232, Building Code Enforcement](#)). The CSU PolicyStat/SUAM require that all CSU design and construction projects must comply with all applicable state building code requirements and all applicable local, state, and federal agency regulations. This is accomplished through the issuance of a campus building permit. The following California Building Code sections details this requirement:

CBC Section 105.1, Permits Required – Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

CAMPUS UNITS AUTHORIZED TO PERFORM CONSTRUCTION

All CSU campuses that are delegated by the CSU Office of the Chancellor to perform construction (including demolition, renovations, modifications, or additions with regards to existing structures) are responsible to seek and obtain building permits as required by the California Building Code. Demolition, construction, alteration, repair, improvement, renovation and/or equipment replacement projects may not be performed on CSU owned, occupied, or administered property except under a Campus Building Permit. Some permits, such as minor electrical or plumbing work, can be obtained within a few minutes after submitting the application. On other, more complicated projects such as space renovations, remodel, renovation projects, alterations, and other similar work may take longer to review depending on the complexity of the project. Very large and complex projects may require the services of external plan review and inspection consultants.

SUBMITTAL REQUIREMENTS

Construction documents which describe and clearly indicate the work that is proposed must be submitted at the time of the building permit application at 90% level of completion. The documents allow for the proper review of the work which is proposed for the area involved. Alterations to a small area may make major changes to the floor or building as a whole, and for that reason, clearly dimensioned and detailed construction documents for the project are essential.

SUBMITTAL DOCUMENTS

Submittal documents consisting of construction documents, statement of special inspections, geo-technical reports, and other data shall be submitted in two or more sets with each permit application. As listed in PolicyStat/SUAM, Sections 9205 and 9206, construction documents shall be prepared by a registered design professional. Where special conditions exist, the Campus Deputy Building Official and/or the CSU Building Official is authorized to require additional construction documents to be prepared by a licensed design professional.

BASIS FOR IMPLEMENTATION OF CSU CAMPUS BUILDING PERMIT

CSU Policies and the California Building Code require that all construction work complies with all California Building Standards Codes. In order to successfully accomplish this responsibility, the Plan Review and Building Permit Program is implemented. The referenced legal and policy requirement information contained in this document provides the interpretation and legal basis for implementation of the process of the CSU Plan Review, Peer Review, and Building Permit Program for CSU campuses. Mandated by California State Law and CSU Policies, the Plan Review, Peer Review in conjunction with Building Permits fulfills the legal and responsible enforcement requirements for the CSU Authority to issue building permits and perform inspections, relating to all construction on CSU owned, leased, and/or occupied buildings, and/or premises. The Campus Deputy Building Official is responsible for the issuance of campus building permits, administration plan reviews, and inspections for all construction, alterations, demolition, renovation, repair, replacement, and maintenance projects requiring a permit; and in accordance with Section 105 of the California Building Standards Code, on the CSU campuses having delegated Authority from the CSU Office of the Chancellor as recommended from the CSU Certification Review Board. Activities requiring a campus Building Permit are further explained later in this document.

HISTORICAL SIGNIFICANCE

The Building Official at CSU has historically been involved *only* with Capital Projects including plan review, inspections, project management, and oversight on those specific CSU projects, campuses, and state properties. There has been some oversight of other types of construction on CSU leased and other off-campus property holdings including Private-Public Partnership on campus or off-campus state funded projects. This document details additional and on-going changing comprehensive requirements and duties of the CSU Building Official/Campus Deputy Building Official in references to the California Health and Safety and the California Building Standards Codes.

As noted above, the CSU is its own Authority Having Jurisdiction and is responsible for code compliance on 'construction' as defined by the California Building Code (CBC), its updates and revisions. Historically, this authority has been applied to Major Capital Projects for code compliance through administration of the permit issuance process encompassing project development, plan reviews, inspections, and construction to project closeout.

Construction requiring permitting is defined by the California Building Code and has been uniformly applied by the CSU. However, construction as defined is not always 'Major' as that relates to the contracted construction work; in-house forces, only allowed to perform 'Minor' capital projects, currently those less than \$752,000 are also required to comply with the CBC and CSU processes.

This document details additional and ongoing changing comprehensive requirements and duties of the CSU Building Official/Campus Deputy Building Official in reference to both Major and Minor projects and compliance with the California Health and Safety and the California Building Codes.

It should be noted that there are instances where, in addition to CSU responsibilities, the projects must obtain approval from the local agency as required.

IX. Construction Inspection Programs at CSU

The mechanism process to create and implementation of a Building Permit Program and approved plans and documents during construction is through the Campus Permitting Program and is set out in the following California Building Code sections:

CBC, SECTION 1.2 – BUILDING STANDARDS COMMISSION

CBC Section 1.2.1 – *Specific scope of application of the agency responsible for enforcement, the enforcement agency and the specific authority to adopt and enforce such provisions of this code, unless otherwise stated.*

1. State buildings for all occupancies.

Application – *State buildings (all occupancies), including buildings constructed by the Trustees of the California State University and the Regents of the University of California, where no state agency has the authority to adopt building standards applicable to such buildings.*

1.2.1.2 Enforcement – [CSU, UC, Judicial Council and CDCR] State agencies or state entities authorized to construct state buildings may appoint a building official who is responsible to the agency for enforcement of the provisions of the California Building Standards Code (CBSC).

Exception – State buildings regulated by other sections of this code remain the enforcement responsibility of the designated entities.

SCOPE AND APPLICATION

CBC Scope – The provisions of this code shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Note: It is important to note that Section 1.2.1.2 of the California Building Code authorizes the CSU Building Official to enforce this section.

X. CSU Plan Review, Other State Agencies with AHJ, Peer Reviews, and Permit Programs

DESCRIPTION AND ORGANIZATION

Under the direction of the CSU Board of Trustees, CSU Office of the Chancellor, CSU Building Official and Campus Presidents, each Campus Deputy Building Official is responsible for permitting compliance for the design and construction of all capital projects (i.e., Major Capital Projects, New Construction, Minor Capital Renovations, Deferred Maintenance (DM), and Infrastructure Improvements) for their campus. Campus staff includes professionals in the fields of architecture, engineering, inspection services, plan review, design, construction contracting, and finance. Project Managers/Project Administrators oversee schematic design, design development, construction drawings, and construction of projects through construction delivery and post-occupancy assessment. Campus Staff collaborate with CSUCO's Capital Planning, Design and Construction, Finance and Treasury, project stakeholders, campus administrators, design professionals, special consultants, and construction contractors.

The Campus Building Permit process is shown below. The Campus Building Official's duties are described in the Executive Summary and detailed later in this document.

CSU Permit Processes

The CSU is responsible for the enforcement of building codes as approved by the California Building Commission. (Ref. [Health and Safety Code Section 18901 - 18949.6](#) and [California Building Code Section 1.2.1.2](#)). (See also PolicyStat/SUAM, Section 9232, Building Code Enforcement).

The CDBO shall issue a written construction permit authorization for each project and maintain a record of all authorizations. The construction authorization shall be issued only after confirmation that all required approvals have been obtained.

The CDBO may elect to review and certify code compliance directly through their own personal review of the construction documents for Minor Capital Projects. However, on all Major Capital Projects, it is

advisable that the CDBO retain the services of one of several systemwide pre-qualified, third-party plan check firms to perform this review. It is important to note that a plan check firm provides only a recommendation of building code compliance. It remains the responsibility of the approving authority to certify (authorize) the project or work.

In case of conflicting determinations, State Fire Marshal determinations shall take precedence for code compliance as it relates to fire (life) and panic safety, Department of State Architect determinations shall take precedence for access compliance aspects on projects that it is required to certify, and CSU Building Official determinations shall govern for all other issues.

Application for Permit – To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the CSU Campus for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which the application is made.
2. Describe the location on which the proposed work is to be done by campus building number, street address, or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the Building Official.

CONSTRUCTION ACTIVITIES REQUIRING A CAMPUS BUILDING PERMIT

All construction, alterations, repairs, and remodel projects must comply with the latest California Building Standards Codes. Additionally, all equipment and accessories shall be installed in accordance with each of their respective codes. This is accomplished through oversight from the Campus Deputy Building Official and issuance of a Campus Building Permit. Below is a list of construction activities which would typically require a building permit and inspection. Some of these construction activities would also require plan review to ensure code compliance prior to the permit being issued. The following is not an exhaustive list of activities requiring a building permit, but rather examples of activities requiring a permit:

- Complete or partial demolition.
- Building Additions, Alterations, Remodels and/ or Tenant Improvements.
- Electrical, Mechanical, Plumbing, or Building Additions or Alterations.
- Security and Intrusion Alarms including Keypads, Card Swipes, and Panic Buttons, etc.
- Equipment installation requiring more than Plug and Cord.
- Activity that will modify any building surface (interior or exterior).
- Code Required Signage Installation, Modification, or Removal.
- Satellite Dish or Antenna Installations, Modifications, or Removals on Campuses.
- Activities involving Building or Roof Structures.
- Landscaping and Related Improvements or Modifications, including Drainage.
- Garden Walls and Retaining Walls Not Exempt from a Building Permit.
- Patios, Decks, and Fences.
- Awnings and Trellises.

- Any Underground or Overhead Electrical, Plumbing and/or Mechanical Work.
- Any activity that may Add, Alter, or Modify ADA/ Accessibility Requirements.
- Temporary Membrane Structures, Tents, and Canopies – SFM Special Events Permit.
- System Furniture Installation – To include any systems furniture which is permanent in nature; is connected to electrical, water, or mechanical supply lines; and/or which creates exit corridors or aisle ways requiring review of egress and accessibility issues for the occupants from the building in which it is installed.
- Grading and Excavation – Any activity in or adjacent to a designated waterway, creek, or drainage route; grading and excavation for new projects and additions/alterations.
- Renewable Energy Projects – These types of projects include solar PV, battery storage, campus microgrid development, and any other project that would otherwise require permitting and inspection, or projects undertaken for the purpose of compliance with applicable codes and/or compliance.

Special Emergency Maintenance – On occasion there will be emergency repairs or maintenance occurring that absolutely require immediate attention by staff that may otherwise require a plan review and building permit. In this case a plan review and permit are not required prior to commencing with the repair work. However, all work shall be documented and as soon as possible, a permit application for the emergency work shall be submitted to the building official.

California State University Executive Order EO847 – The CSU has defined emergency maintenance as the repair or replacement of facility components and equipment requiring immediate attention because the functioning of a critical system is impaired or because health, safety, or security of life is endangered. Emergency maintenance supersedes all other categories of maintenance.

Additionally, California Building Standards Code, Section 105.2.1 – Emergency Repairs states “Where equipment replacement repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the (CSU or Campus Deputy) Building Official.” When this situation occurs, the emergency must be resolved as soon as possible. Once the emergency repairs/maintenance occurs and the situation is under control, repaired and completed, notification to QA&C for proper permit application, documentation and inspection can be completed.

CONSTRUCTION ACTIVITIES EXEMPT FROM CAMPUS BUILDING PERMIT

[A] 105.2 Work exempt from permit – Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Building

1. One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area is not greater than 120 square feet (11 m²).
2. Fences not over 7 feet (2,134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a sur-charge or impounding Class I, II, or IIIA liquids.

5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
8. Temporary motion picture, television, and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18,925 L), and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support.
13. Non-fixed and movable fixtures, cases, racks, counters, and partitions not over 5 feet 9 inches (1,753 mm) in height.

Electrical

Repairs and maintenance – Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Radio and television transmitting stations – The provisions of this code shall not apply to electrical equipment used for radio and television transmissions but do apply to equipment and wiring for a power supply and the installations of towers and antennas.

Temporary testing systems – A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot, or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (0.75 kW) or less.

Plumbing

1. The stopping of leaks in drains, water, soil, waste, or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste, or vent pipe becomes defective and it becomes

necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.

2. The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

The Plan Review

Preliminary Consultation – For complex projects, designs entailing proposed code exceptions or projects wherein alternative means of code compliance are proposed. It is strongly recommended that the applicant requests a preliminary consultation with CSU Plan Reviewers, DSA-AC, SRB and MRB Peer Reviewers. Early consultation can provide appropriate compliance guidelines and expedite the design and review of such projects. Additionally, it is required that the CSU Fire Safety Division (on behalf of the OSFM) be included in project reviews from the inception of the schematic design.

Plan Review Duration – Plan Review duration varies with project complexity and extent of corrections required.

CSU Plan Review Costs – Each Campus is responsible for all plan review costs through Professional Service Agreements or Master Enabling Agreements except for the CSU Fire Safety Division that are outlined in and part of CSU Office of the Chancellor's CPDC reimbursable costs.

Plan Review Process – The plan review process shall be conducted immediately when 90% completion of the design documents has been achieved. The CDBO will validate and shall make the determinate if the level of detail and completeness has met the 90% completion criteria. Once the initial review is completed by CSU Plan Reviewers and SRB and MRB Peer Reviewers, corrections are returned to the design team associated with the project, the CDBO, or to the CSU staff who are responsible for the work. In cases of routine lifecycle repairs and replacement maintenance, permits are required for Operations and Maintenance staff (i.e., Physical Plant and trade staff) if such work meets the criteria and threshold as listed above for Deferred Maintenance projects. Upon Satisfactory completion of corrections, the design team is free to submit construction documents to OSFM with concurrence with CSU OFS and DSA-AC for approval; once all approvals have been secured, the permit is issued, and only then can notice to proceed to construction be issued, then construction begins and inspections can be requested.

OSFM/Office of Fire Safety Review

Seismic Peer Review – Projects with a total project cost of \$3,000,000 or more, or as described in ECBC 317.5, require a Seismic Peer Review. Projects under these thresholds, and for any amount building element replacements-in-kind, or repair and maintenance projects, the Campus Deputy Building Official evaluates the nature of the work scope and at their discretion may elect to self-certify compliance with these requirements. On existing structures if the proposed work involves increases in weight (live or dead loads) from that already in-place beyond that is allowed by code or modifies the structural system as stated by the designer-of-record, then a seismic peer review is required. See the CSU Seismic Requirements, latest edition, Sections 3.7 and 5.5 Projects Not Warranting Peer Review at the link: https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CSU_Seismic_Requirements.pdf

Mechanical and Electrical Peer Review – All major capital projects require a Mechanical Systems Review. The Electrical Systems Review is recommended, but not required, for projects that include a significant electrical scope of work. These peer review services are performed under a systemwide master enabling agreement with MRB member firms. The primary purpose of these peer reviews is to offer a professional “second opinion” and strategic insights on the functionality and efficacy of the project’s mechanical and electrical systems. Letters of concurrence are required during the SD and CD phases of design.

Alternate Means and Methods Requests (AMMR) – An alternative material, design, or method of construction can be approved if the AHJ finds that the proposed design is satisfactory and complies with the intent of the provisions of this code. If the alternative material, design, or method of construction is not approved, the AHJ must respond in writing, stating the reasons why the alternative was not approved.

All AMMRs for code related requests for modifications other than those that relate to Fire and Panic Safety or Accessibility Compliance shall be reviewed by the CDBO and approved by the CSU Building Official. AMMRs related to Fire and Panic Safety shall be reviewed by the CSU Office of Fire Safety and approved by the OSFM with concurrence of the CSU Director of Fire Safety and the CSU Building Official. AMMRs related to Accessibility shall be reviewed by the CDBO and approved by DSA-AC with concurrence of the CSU Building Official. All AMMRs related to seismic safety or energy conservation/sustainability shall be reviewed by the respective board (SRB/MRB) and approved by the CSU Building Official. All other AMMRs shall be reviewed and approved by the Campus Deputy Building Official and the CSU Building Official.

Deferred Approvals and Delegated Design – All deferred approvals and delegated design require separate plan reviews and approvals as outlined in this document. In addition, the Architect and the relevant and respective Engineer(s) of Record must review deferred approvals and/or delegated design prepared by other design professionals (licensed in the State of California) for compliance with the original design intent. For specific

Process Summary for Building Permits: Major Capital Projects other than Deferred Maintenance/Infrastructure Related Projects – A short description of the permit program process is indicated below. A general descriptive process workflow checklist is as follows:

1. The design team informs CDBO, Project Administrator, Project Manager and/or Campus Staff of impending submittal.
2. The design team submits a campus (generated) form for a Building Permit to Authorize Construction along with the schematic design peer review concurrence letters from SRB, MRB, and schematic design review concurrence letter from the CSU OFS.
3. CDBO reviews submittal information, assigns (the CSU CPDC campus) project number, provides confirmation of receipt to the design team, and validates Code edition/cycle based on the current California Code of Regulations, Title 24 (code).
4. The design team submits required technical documents to the CSU Systemwide Plan Reviewers (3rd Party if elected by the CDBO - see below), CSU OFS (reviewing for fire and panic safety) using CSU OFS SmartSheet, SRB and MRB Peer Reviewers. Note that although not required by CSU Policies, it is highly recommended that CDBO assign and elect to use CSU Plan Review (3rd Party) Services for all Major Capital Projects with complex scope and requirements.
5. For OSFM, 90% CD plan reviews are not submitted at this time unless receiving concurrence from the OFS that the design team is cleared to submit to OSFM through GOVMotus*. However, nothing

- precludes the campus and design team seeking preliminary reviews working through the CSU OFS on preliminary OSFM plan reviews ahead of the 95% submittal.
6. For DSA-AC, the design team can submit for 90% plan review to DSA after the following conditions have been met:
 - a. After review of the 90% CDs by both the Campus Deputy Building Official and/or Campus CASp and their concurrence, the design team is cleared to submit to DSA-AC; and
 - b. Following the DSA-AC submittal requirements and format at the link:
https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_18-04bb17.
 7. Upon completion of the review, each specific plan reviewer (CSU Plan Reviewers – if elected by the CDBO, CSU OFS, or OSFM if pre-cleared by OFS to submit, SRB and MRB Peer Reviewers and DSA-AC if pre-cleared to submit) provides plan review comments to the design team, CDBO and/or Campus Staff.
 8. The design team provides responses to plan review comments and submits corrected documents to each specific plan reviewer (CSU Plan Reviewers – if elected by the CDBO, CSU OFS, SRB and MRB Peer Reviewers and DSA-AC if pre-cleared to submit).
 9. Upon finding project documents are code compliant and all corrections completed, each specific plan reviewer (CSU Plan Reviewers – if elected by the CDBO, CSU OFS, SRB and MRB Peer Reviewers) issues a letter to the CDBO recommending approval or concurrence that the design team has met the requirements of the code or any code related CSU Policies. All approval conditions are noted on the plans; the plans shall be considered 95% CD complete.
 10. For OSFM, the design team can make the initial 95% CD submittal OR continue to process (if pre-cleared by OFS at 90% CDs) the OSFM application through GOVMotus* for plan review after the following conditions have been met:
 - a. After review by the Deputy Director of Fire Safety and his or her concurrence; and
 - b. After review by the Campus Deputy Building Official and his or her concurrence.
 11. For DSA-AC, the design team can make their initial 95% CD submittal OR continue to process (if pre-cleared by the CDBO at 90% CDs) the DSA-AC application for plan review after the following conditions have been met:
 - a. After review of the 90% or 95% CDs by the Campus Deputy Building Official; and
 - b. Following the DSA-AC submittal requirements and format at the link:
https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_18-04bb17.
 12. If the project includes the construction of food services and/or aquatic facilities, the campus must obtain the review and approval from the local health department having jurisdiction.
 13. After OSFM and DSA-AC approvals and all previous required recommendations for approval and concurrences are received, the Campus Deputy Building Official can issue a Campus Building Permit to Authorize Construction and assign an Inspector of Record to the project.

Process Summary for Building Permits: Major Capital Deferred Maintenance/Infrastructure Related Projects – A short description of the permit program process is indicated below. A general descriptive process workflow checklist is as follows:

1. The design team informs Campus Deputy Building Official, Project Administrator, Project Manager and/or Campus Staff of impending submittal.
2. The design team submits a campus (generated) form for a Building Permit to Authorize Construction along with the schematic design peer review concurrence letters from SRB, MRB, and schematic

- design review concurrence letter from the CSU OFS.
3. Campus Deputy Building Official reviews submittal information, assigns (the CSU CPDC campus) project number, provides confirmation of receipt to the design team and validates Code edition/cycle based on the current California Code of Regulations, Title 24 (code).
 4. The design team submits required technical documents to the CSU Systemwide Plan Reviewers (3rd Party if elected by the CDBO – see below), CSU OFS (reviewing if there are fire and panic safety code related scope that needs plan review and approval) using CSU OFS SmartSheet, SRB and MRB Peer Reviewers. Note that although not required by CSU Policies, it is highly recommended that CDBO assign and elect to use CSU Plan Review (3rd Party) Services for all Major Capital Projects with complex scope and requirements.
 5. If OSFM plan approval is required, 90% CD plan reviews is not submitted at this time unless receiving concurrence from the OFS that the design team is cleared to submit to OSFM through GOVMotus*. However, nothing precludes the campus and design team seeking preliminary reviews working through the CSU OFS on preliminary OSFM plan reviews ahead of the 95% submittal.
 - a. If OSFM review and approval is exempt (see Wendy Collins Memo dated 09/06/19), the CDBO requests a concurrence letter or email from OFS declaring the exemption.
 6. If DSA-AC plan approval is required, the design team can submit for 90% plan review to DSA after the following conditions have been met:
 - a. After review of the 90% CDs by both the Campus Deputy Building Official and/or Campus CASp and their concurrence, the design team is cleared to submit to DSA-AC; and
 - b. Following the DSA-AC submittal requirements and format at the link: https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_18-04bb17.
 - c. If DSA-AC review and approval is exempt per CBC Chapter 11B or other Title 24 Regulations, the CDBO provides a concurrence letter or email from the Campus CASp declaring the exemption.
 7. Unless declared exempt per Steps #5a and/or #6c or upon completion of the review, each specific plan reviewer (CSU Plan Reviewers – if elected by the CDBO, CSU OFS, or OSFM if pre-cleared by OFS to submit, SRB and MRB Peer Reviewers and DSA-AC if pre-cleared to submit) provides plan review comments to the design team, Campus Deputy Building Official and/or Campus Staff.
 8. The design team provides responses to plan review comments and submits corrected documents to each specific plan reviewer [CSU Plan Reviewers – if elected by the CDBO, CSU OFS (unless exempted by Step #5a), SRB and MRB Peer Reviewers and DSA-AC if pre-cleared to submit (unless exempted by Step #6c)].
 9. Upon finding project documents are code compliant and all corrections completed, each specific plan reviewer [CSU Plan Reviewers – if elected by the CDBO, CSU OFS (unless exempted by Step #5a), SRB and MRB Peer Reviewers] issues a letter to the CDBO recommending approval or concurrence that the design team has met the requirements of the code or any code related CSU Policies. All approval conditions are noted on the plans; the plans shall be considered 95% CD complete.
 10. For OSFM unless exempted by Step #5a, the design team can make the initial 95% CD submittal OR continue to process (if pre-cleared by OFS at 90% CDs) the OSFM application through GOVMotus* for plan review after the following conditions have been met:
 - a. After review by the Deputy Director of Fire Safety and his or her concurrence; and
 - b. After review by the Campus Deputy Building Official and his or her concurrence.
 11. For DSA-AC (unless exempted by Step #6c), the design team can make their initial 95% CD submittal OR continue to process (if pre-cleared by the CDBO at 90% CDs) the DSA-AC application for plan

review after the following conditions have been met:

- a. After review of the 90% or 95% CDs by the Campus Deputy Building Official; and
 - b. Following the DSA-AC submittal requirements and format at the link:
https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_18-04bb17.
12. If the project includes the construction of food services and/or aquatic facilities, the campus must obtain the review and approval from the local health department having jurisdiction.
 13. After OSFM (unless exempted by Step #5a) and DSA-AC (unless exempted by Step #6c) approvals and all previous required recommendations for approval and concurrences are received, the Campus Deputy Building Official can issue a Campus Building Permit to Authorize Construction and assign an Inspector of Record to the project.

Process Summary for Building Permits: Minor Capital Projects under \$752,000 and all Demo Building/Structure Projects – A short description of the permit program process is indicated below. A general descriptive process workflow checklist is as follows:

1. The design team informs Campus Deputy Building Official, Project Administrator, Project Manager and/or Campus Staff of impending submittal.
2. The design team submits a campus (generated) form for a Building Permit to Authorize Construction along with the schematic design peer review concurrence letters from SRB, MRB and schematic design review concurrence letter from the CSU OFS.
3. Campus Deputy Building Official reviews submittal information, assigns (the CSU CPDC campus) project number, provides confirmation of receipt to the design team, and validates Code edition/cycle based on the current California Code of Regulations, Title 24 (code).
4. The design team submits required technical documents to the CSU Systemwide Plan Reviewers (3rd Party if elected by the CDBO – see below), CSU OFS (reviewing if there are fire and panic safety code related scope that needs plan review and approval) using CSU OFS SmartSheet, SRB and MRB Peer Reviewers. Note that although not required by CSU Policies, it is highly recommended that CDBO assign and elect to use CSU Plan Review (3rd Party) Services for all Major Capital Projects with complex scope and requirements.
5. If OSFM plan approval is required, 90% CD plan reviews are not submitted at this time unless receiving concurrence from the OFS that the design team is cleared to submit to OSFM through GOVMotus*. However, nothing precludes the campus and design team seeking preliminary reviews working through the CSU OFS on preliminary OSFM plan reviews ahead of the 95% submittal.
 - a. If OSFM review and approval is exempt (see Wendy Collins Memo dated 09/06/19), the CDBO requests a concurrence letter or email from OFS declaring the exemption.
6. If DSA-AC plan approval is required, the design team can submit for 90% plan review to DSA after the following conditions have been met:
 - a. After review of the 90% CDs by both the Campus Deputy Building Official and/or Campus CASp and their concurrence, the design team is cleared to submit to DSA-AC; and
 - b. Following the DSA-AC submittal requirements and format at the link:
https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_18-04bb17.
 - c. If DSA-AC review and approval is exempt per CBC Chapter 11B or other Title 24 Regulations, the CDBO provides a concurrence letter or email from the Campus CASp declaring the exemption.
7. Unless declared exempt per Steps #5a and/or #6c or upon completion of the review, each specific plan reviewer (CSU Plan Reviewers – if elected by the CDBO, CSU OFS, or OSFM if pre-cleared by

- OFS to submit, SRB and MRB Peer Reviewers and DSA-AC if pre-cleared to submit) provides plan review comments to the design team, Campus Deputy Building Official and/or Campus Staff.
8. The design team provides responses to plan review comments and submits corrected documents to each specific plan reviewer [CSU Plan Reviewers – if elected by the CDBO, CSU OFS (unless exempted by Step #5a), SRB and MRB Peer Reviewers and DSA-AC if pre-cleared to submit (unless exempted by Step #6c)].
 9. Upon finding project documents are code compliant and all corrections completed, each specific plan reviewer [CSU Plan Reviewers – if elected by the CDBO, CSU OFS (unless exempted by Step #5a), SRB and MRB Peer Reviewers] issues a letter to the CDBO recommending approval or concurrence that the design team has met the requirements of the code or any code related CSU Policies. All approval conditions are noted on the plans; the plans shall be considered 95% CD complete.
 10. For OSFM (unless exempted by Step #5a), the design team can make the initial 95% CD submittal OR continue to process (if pre-cleared by OFS at 90% CDs) the OSFM application through GOVMotus* for plan review after the following conditions have been met:
 - a. After review by the Deputy Director of Fire Safety and his or her concurrence; and
 - b. After review by the Campus Deputy Building Official and his or her concurrence.
 11. For DSA-AC unless exempted by Step #6c), the design team can make their initial 95% CD submittal OR continue to process (if pre-cleared by the CDBO at 90% CDs) the DSA-AC application for plan review after the following conditions have been met:
 - a. After review of the 90% or 95% CDs by the Campus Deputy Building Official; and
 - b. Following the DSA-AC submittal requirements and format at the link: https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/procedures/PR_18-04bb17.
 12. If the project includes the construction of food services and/or aquatic facilities, the campus must obtain the review and approval from the local health department having jurisdiction.
 13. After OSFM (unless exempted by Step #5a) and DSA-AC (unless exempted by Step #6c) approvals and all previous required recommendations for approval and concurrences are received, the Campus Deputy Building Official can issue a Campus Building Permit to Authorize Construction and assign an Inspector of Record to the project.

Process Summary for Annual Building Permits – A short description of the permit program process is indicated below. A general descriptive process workflow checklist is as follows:

1. The design team informs Campus Deputy Building Official, Project Administrator, Project Manager and/or Campus Staff of impending submittal.
2. The Campus Deputy Building Official may issue an Annual Permit to Facilities department, to track all ongoing construction that will require inspections by the CDBO or their inspectors.
3. Campus Deputy Building Official reviews submittal information, assigns (the CSU CPDC campus) project number, provides confirmation of receipt to the design team, and validates Code edition/cycle based on the current California Code of Regulations, Title 24 (code).
4. The Campus Deputy Building Official and Director of Facilities Operations and Maintenance will establish meetings at desired intervals (weekly, biweekly, or monthly) to create a flow of communication and information between the Campus Deputy Building Official Staff, a Campus Project Administrator or Project Manager, and the Campus Director of Facilities Operations and Maintenance and staff which may include supervisors and/or leads technicians. These meetings will establish the following items:
 - a. Define and document the type of work scope that can be covered under the annual permit.

- b. Define and track the method all work and Inspections reports will be tracked using the Annual Permit system, and the existing work order tracking program on campus.
 - c. Monthly or regular meetings to maintain the line of reporting and communication for future, on-going and/or completed projects.
 - d. Determination and review if the projects under the Annual Permit scope have increased to require a Minor/Major capital project building permit.
5. Campus Deputy Building Official and/or Campus Inspector(s) of Record review any and all documentation (Submittals etc.) defining project scope of the individual projects under the Annual Permit. Campus Deputy Building Official and/or Campus Inspector(s) of Record are required to maintain the files for these individual projects.
 6. If the project or individual projects require a CSU (3rd Party) Plan review, review and approval from Office of the State Fire Marshal and/or Division of State Architect or any other Authority Having Jurisdiction to review the scope and/or plans for the project, then the Campus Deputy Building Official will refer it to the Director of Campus Planning and Construction, and also determine if the scope exceeds the Annual Permits threshold.
 7. If the review requirements or work scope exceeds the threshold of the Annual Permit, then it becomes a Capital project, which at that point elevates the project up to a Building Permit process designated for Minor and/or Major capital projects as applicable and outlined above in previous processes and requirements.
 8. If the review requirements or work scope remains under the threshold of the Annual Permit, then a Campus Project Administrator or Project Manager is assigned to assist the Inspector(s) of Record in design, documentation, and coordination of project scope, trades, and any other outside contractors/trades that might be required.
 9. The Director of Facilities Operations and Maintenance is responsible for maintaining the As-built documents of any area, building, underground, or above-ground work that they perform, especially if it changes any of the existing systems, Accessibility, Egress, etc.
 10. All Annual Building Permits shall be reviewed, reconciled and assessed for effectiveness at the end of each year by the Campus Deputy Building Official and the Director of Facilities Operations and Maintenance.

Process Summary for Temporary or Special Events Use Permits – A short description of the permit program process is indicated below. A general descriptive process workflow checklist is as follows:

1. The design team informs Campus Deputy Building Official, Project Administrator, Project Manager and/or Campus Staff of impending submittal for temporary facilities and events.
2. Contact and consult the OFS for the current and up-to-date processing through OSFM for Temporary or Special Events Use Permits as these processes are subject to change.
3. For temporary tent structures, see CSU SRB Requirements, Appendix A at the following link: https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CSU_Seismic_Requirements.pdf.

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy (CBSC, Section 111.1, Use and Occupancy) – “No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.”

Campus Deputy Building Officials and the Local Deputy SFM Inspector will issue a Certificate of Occupancy after verification of code compliance and endorsement by other officials having jurisdiction (e.g. Campus Fire Marshal) is received. The Certificate of Occupancy will include the following information:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The total aggregate (design) occupant load for the building (if applicable) based on Chapter 10.
11. If an automatic sprinkler system is provided.
12. Any special stipulations and conditions of the building permit.

XI. Construction Document and Submittal Requirements

PLAN REVIEW SUBMITTAL

Incomplete, or non-existent plans, can cause unnecessary delays in the plan review process. Therefore, in an effort to expedite the process for all requestors, we ask that your plan review submittals be complete. All of the items listed below must be included with the plan review submittal in order for a complete and expeditious review to be performed. Thank you for your assistance.

CONSTRUCTION DOCUMENTS

Generally, plans must include Architectural, Structural, Mechanical, Plumbing, and Electrical drawings. These plans are to be stamped and signed by the design professional(s) responsible for the project. Some minor types of projects may not require the involvement of an Architect or Engineer in the design. If in doubt, check with the Campus Deputy Building Official. The following drawings are to be included as a part of the plans:

- Plot/Site Plan
- Roof Plan (if needed)

- Floor Plan
- Elevations (if needed)
- Foundation Details (if needed)
- Cross-Sections (if needed)
- Framing Plan (if needed)
- Foundation Plan (if needed)
- Structural Details (if needed)
- Electrical Plan
- Mechanical Plan
- Plumbing Plan

Re-submittals/Re-checks **shall** include the “red-lined” comments on plans and calculations from the previous review along with the correction list, responses, and updated plans prepared by the designer/draftsperson.

Structural Calculations – If the plans have been reviewed or designed by an architect or engineer, then the supporting calculations must be provided and stamped and signed by the Architect/Engineer of Record.

Soils Report – All new building plans submitted for review shall include a soils/geotechnical report. If the engineer is using soil bearing values in excess of 1,000 psf; if grading work is performed on the site; if the soils have been evaluated by a soils testing firm; or if the project is in a liquefaction zone, then the soils report must be submitted. Refer to the CSU Seismic Design Guidelines for additional information at the link: https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CSU_Seismic_Requirements.pdf.

Delegated Design – Any Delegated Design sheets must be stamped and signed by the delegated design California State Licensed architect or engineer and reviewed by the Architect/Engineer of Record for the project with a review letter provided from Architect and Engineer of Record to the delegated designer.

Proprietary structural systems including but not limited to Steel Connections, Post and Pre-Tension Concrete Systems, Steel or Wood Trusses, etc. – If proprietary structural systems are to be used, then the calculations, design and layout sheets must be stamped and signed by the delegated design California State Licensed Engineer and reviewed by the Architect/Engineer of Record for the project with a review letter provided from the Architect/Engineer of Record to the delegated designer.

Number of Sets of Plans Required for Plan Check:

- PolicyStat/SUAM 9236.4.4 outlines minimum requirements for number of sets for Contract Documents. Prior to submittal, consult each.
- Assemble plans into organized sets as indicated below.

- Include a description and scope of work on plans.
- Indicate the Deferred Submittals and/or Delegated Design.
- Deliver all sets to the applicable plan reviewer with a notice to Campus Deputy Building Official or Campus Staff.
- **Note:** A “Complete Set” of plans includes a Vicinity Map, Site Plan, Standard CSU Code Analysis, Floor Plans, Reflective Ceiling Plans, Elevations, Sections, Architectural Details, Structural Plans and Details, MEP Plans and Details, Structural Calculations (if needed), Energy Calculations (if needed), Soils Report (if needed).

Documents Required Table

		90% CONSTRUCTION DOCUMENTATION	95% CONSTRUCTION DOCUMENTATION	100% CONSTRUCTION DOCUMENTATION (FINAL WD BID SET)	CHANGES IN CONSTRUCTION
DO CS	Plans (Construction Documents including drawings, specifications, calculations, and reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Division One- Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Electrical Systems Review (Sometimes Optional)	<input type="checkbox"/>			
	Mechanical Systems Review	<input type="checkbox"/>			
	Mechanical Systems Review Approval Recommendation Letter		<input type="checkbox"/>		
	Sesimic Peer Review	<input type="checkbox"/>			
	Seismic Peer Review Board Approval Recommendation Letter		<input type="checkbox"/>		
	CSU Plan Check	<input type="checkbox"/>			
	CSU Plan Check Approval Recommendation Letter		<input type="checkbox"/>		
	CSU OFS Review	<input type="checkbox"/>			
CSU OFS Review Approval Recommendation Letter		<input type="checkbox"/>			
External Reviews	DSA Submission		<input type="checkbox"/>		
	Final DSA Approval Letter for Access compliance			<input type="checkbox"/>	<input type="checkbox"/>
	SFM Submission		<input type="checkbox"/>		
	SFM Final Permit letter and drawings			<input type="checkbox"/>	<input type="checkbox"/>
	Major Take Agency (such as Army Corp)	<input type="checkbox"/>			<input type="checkbox"/>
	Typical Agency Submissions (County Health)		<input type="checkbox"/>		<input type="checkbox"/>
	Final Code Check Verification Letter (Permit) by CDBO			<input type="checkbox"/>	<input type="checkbox"/>
Commissioning		<input type="checkbox"/>		<input type="checkbox"/>	

XII. References and Links

California Building Standards Code, 2019 Triennial Edition of Title 24, 1 July 2019,
California Building Standards Code, Section 1.2 – Building Standards Commission, 2019 Triennial Edition of Title 24, 1 July 2019,
<https://www.dgs.ca.gov/BSC/Codes>

California Building Standards Code, Appendix A, A101.1 – Building Official, 2019 Triennial Edition of Title 24, 1 July 2019,
https://codes.iccsafe.org/content/CBC2019P2/appendix-a-employee-qualifications#CBC2019P2_AppxA_SecA101

California Building Standards Code, Appendix A, A101.3 – Inspector and Plans Examiner, 2019 Triennial Edition of Title 24, 1 July 2019,
https://codes.iccsafe.org/content/CBC2019P2/appendix-a-employee-qualifications#CBC2019P2_AppxA_SecA101

California Building Standards Code, Section 101.17,
<https://www.dgs.ca.gov/BSC/Codes>

California Building Standards Code, Section 103 Department of Building Safety, 2019 Triennial Edition of Title 24, 1 July 2019,
<https://www.dgs.ca.gov/BSC/Codes>

California Building Standards Code, Section 104 – Duties and Powers of Building Official, 2019 Triennial Edition of Title 24, 1 July 2019,
<https://www.dgs.ca.gov/BSC/Codes>

California Building Standards Code, Section 105.1, 2019 Triennial Edition of Title 24, 1 July 2019, <https://www.dgs.ca.gov/BSC/Codes>

California Building Standards Code, Section 105.2, 2019 Triennial Edition of Title 24, 1 July 2019, <https://www.dgs.ca.gov/BSC/Codes>

California Education Code 66606, California Law,
http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=66606

California Government Code, Section 4450, California Law,
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=4450

California Government Code, Section 4451, California Law,
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=5.&title=1.&part=&chapter=7.&article

California Government Code, Section 4454, California Law,
http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4454.&lawCode=VEH

California State University Executive Order EO847,
<https://sharepoint.csustan.edu/sites/policies/business-and-finance/FacilitiesServices/Policies/EO-847%20Policy%20Statement%20on%20Facilities%20Maintenance.pdf>

California State University State University Administrative Manual (SUAM), Section 9205 – Types of Professional Service Providers,
<https://www.calstate.edu/cpdc/suam/SUAM9200-9212.pdf>

California State University State University Administrative Manual (SUAM), Section 9206 – Guidelines for Determining Need for Professional Services,
<https://www.calstate.edu/cpdc/suam/SUAM9200-9212.pdf>

California State University State University Administrative Manual (SUAM), Section 9232 – Building Code Enforcement,
<https://www.calstate.edu/cpdc/suam/SUAM9230-9237.pdf>

California State University State University Administrative Manual (SUAM), Section 9236 – Liability of Design Professionals for Errors and Omissions,
<https://www.calstate.edu/cpdc/suam/SUAM9230-9237.pdf>

Health and Safety Code, Section 13108(c), California Law,
http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=200920100AB2021

Health and Safety Code, Section 13146, California Law,
http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=200920100AB2021

Health and Safety Code Section 18901 - 18949.6, California Law,
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=13.&title=&part=2.5.&chapter=6.&article