



Building Permit Policy

A long-standing CSU policy requires that Facilities Development & Operations be responsible for the enforcement of building codes as approved by the California Building Standards Commission. The California Building Standards Code (Title 24, 2007 Edition) states that no building or structure, with very few exceptions, shall be erected, constructed, enlarged, repaired, moved, improved, removed, converted or demolished without a building permit issued and approved by the campus Deputy Campus Building Official. At the California State University, East Bay campuses, Planning Design & Construction (PDC) administers and is responsible for the campus building permit process. The Campus Architect, under PDC, is designated the CSUEB Deputy Campus Building Official and issues campus building permits.

The purpose of this code is to provide minimum standards to safeguard the public health and general welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all campus buildings and structures. Non-Compliance with these code requirements, and/or project initiated without PDC review and approval could result in making an individual and/or a department personally liable under State Laws.

When is a Building Permit Required?

All projects require the approval of PDC prior to the start of construction. Furthermore, to insure timely approval of projects originated by campus departments and auxiliaries, it is essential that all projects be coordinated with PDC early in the planning phase.

In general, all construction and renovation work requires formal, written approval from the Deputy Building Official prior to the erection, construction, reconstruction, installation, alteration or moving of any building or structure. Changes, alteration, and repairs of a minor nature not affecting structural features, egress, sanitation, fire safety, or accessibility do not require a permit.

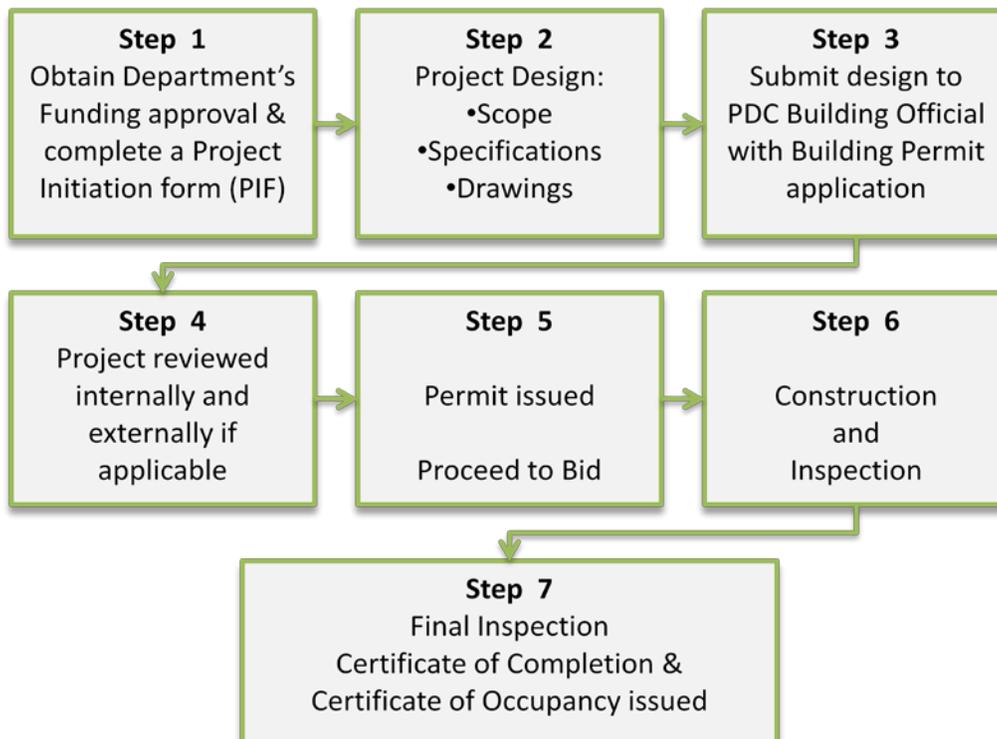
See table below for examples of when a permit is, or is not, required:

Requires Permit	No Permit Required
<p>Any activity that may add, alter or modify ADA requirements.</p> <p><i>Example: New staircase, ramp or modifications to existing path-of-travel that could affect ADA access</i></p>	<ul style="list-style-type: none"> • Repaving • Staircase repair
<p>Building additions, alterations, renovations and/or space improvements</p> <p><i>Example: Removing a wall and/or relocating a door</i></p>	<ul style="list-style-type: none"> • Painting • New blinds • Tiling • Carpeting



Requires Permit	No Permit Required
<p>Electrical, mechanical, plumbing or building additions or alterations</p> <p><i>Example: Installing a new electrical panel or new equipment requiring more than a plug or cord. Adding or removing a satellite dish or antenna</i></p>	<ul style="list-style-type: none"> • Office moves • New window if replaced in-kind • New electrical outlet where existing power is available • Minor repair work • Fencing under 5 feet high
<p>Activities involving buildings or roof structures</p> <p><i>Example: Installing roof-top equipment or a new roof</i></p>	<ul style="list-style-type: none"> • Roof patching • Ordinary repairs
<p>Any underground or overhead work near or involving major infrastructure.</p> <p><i>Example: New sanitary, storm, sewer, water or electrical line</i></p>	<ul style="list-style-type: none"> • Trenching for irrigation lines • Replacement lighting

Process Overview





Building Permit Process

Introduction

In general, campus construction projects are accomplished in one of two ways:

- 1) Public works contracts that are administered by PDC and constructed by outside contractors
- 2) Non-maintenance or repair projects that are constructed by the Department of Facilities Management

Process

1. Requester submits a Project Initiation Form (PIF) to PDC. When the PIF is approved PDC forwards a building permit application to the requester.
2. Applicant returns the completed application, along with plans and drawings
3. Project is reviewed by the Deputy Campus Building Official and depending on the project scope, also reviewed by one or more of the following: State Fire Marshal, County Health Department, and the Division of the State Architects
4. Once all reviews are completed, PDC determines whether or not to issue the building permit.
5. If the project has been approved and a Building Permit is issued, the project may proceed to bid.
6. During construction, the project is assigned to a PDC Project Manager, who coordinates all construction activities and inspections.
7. When the project is complete the Deputy Campus Building Official completes a Certificate of Completion and coordinates the issuance of the Certificate of Occupancy with the State Fire Marshal.

Project Requirements

A project which requires a building permit to proceed into construction may also require some or all of the following, as determined by PDC:

- Complete construction documents (plans and specifications) prepared to professional standards.
- Planning review by the campus architect / planner, and/or campus consulting architect
- Compliance with the California Environmental Quality Act.



- ❑ Plans checked by an outside agency to include building standards code compliance review (always required), State Fire Marshal review, handicapped access compliance review by the Division of the State Architect, Alameda County Health Department, a mechanical peer review and a seismic safety structural peer review.

Building Permit application forms and advice concerning project planning and management are available at the Planning, Design and Construction website.

For all construction projects performed by Facilities Management the Building Permit Program is still administered by PDC. All requirements, as outlined above, must be met prior to the start of construction.

References

1. Physical Planning & Development, Sections 9000-9999; California State University Administrative Manual.
2. CSU, Capital Planning, Design & Construction Memorandum, dated November 15, 1999, subject: University Building Officials & Project Plan Check Requirements.
3. The California Building Standards Code, Title 24, 2007 Edition.
4. California Environmental Quality Act.