

OUBO Submittals

Typical Project Phases			
Submittal Phase	Turnaround (wrkg days)	Required?	Notes
Schematic - 15%	5	Yes, but...	Required if project is >\$5M for VM. Sometimes unnecessary for small projects.
Schematic Response Comments	5	No	Recommended if design team has major objections or questions.
Preliminary - 30%	10	Yes	Necessary on all but the smallest of projects.
Preliminary Response Comments	5	Recommended	Opportunity to resolve most issues before moving on to 100% CD.
CD - 100%	15	Yes	
CD Response Comments	5	Yes	
YO	5	Yes	
YO Response Meeting	PM to schedule	Yes	If YO plans are not approvable, schedule meeting with Elaine for resolutions.
Shop Drawings	15	Yes, but...	If CD drawings included shop drawing of sufficient detail and contractor utilizes those drawings instead of doing his/her own design, shop drawings are not required.
Bulletins	5 to 15 (Depends on scope of change)	See notes	PM/CAM/AE judgement. Generally necessary if changes are made to a floor plan, the use of spaces, fire protection systems, or accessibility features. Non-code issues are not necessary. Many minor changes can simply be field verified. If in doubt, don't hesitate to ask OUBO.

Common Terms

Meeting Types

Purpose of Meeting:

Project Introduction	When the PM and A/E want to meet with OUBO to introduce the overall project prior to any reviews. It can sometimes be accompanied by a submittal to be entered into OUBO's review queue. Frequently used with projects that FP&C wants expedited to ensure reviewers understand the project and designers understand the process.
Small Project Review Mtg.	Also known as a tabletop review, this is a meeting where reviewers, the PM, and sometimes the A/E will meet at OUBO's office to do a review. Meetings occur on Thursday afternoons and are generally 20 minutes in length.
On-Board Review Mtg.	A review meeting for a small project that is too complex for reviewers to perform a spontaneous review. Plans are submitted at least 5 days in advance to give reviewers an opportunity to familiarize themselves with the project. The PM can schedule meeting via Outlook.
Comment Review Mtg.	A meeting scheduled by the PM with OUBO and the A/E. Occurs after an OUBO review to discuss our comments. Some project managers utilize this optional meeting for problem-solving and information sharing between all parties. Usually occurs after either a preliminary or CD submittal.
Post-YO Mtg.	If YO plans are not approvable for construction, this meeting is requested for the A/E, PM, and Elaine to come to resolution. The purpose of the meeting is to ensure that OUBO has adequately communicated and to offer technical assistance to resolve any remaining issues.
Value Management Kick-Off	Sometimes called VM orientation or introduction, a meeting or teleconference to inform us of which procedure has been chosen for the project.
Value Management	Process required for projects >\$5M

Reviews

Submittal Process and Review Time

Small Project Review	See definition under "Meetings." Drawings to be submitted to the GRC by COB Tuesday for Thursday reviews. Contact Bob to be placed on schedule. Review takes place immediately with PM taking minutes to be used as project record.
On-Board Review	See definition under "Meetings." Drawings to be submitted to the GRC at least 5 working days ahead of the on-board meeting. Review takes place prior to the meeting with review comments shared verbally during the meeting. PM or A/E takes notes or makes corrections on their drawings as needed.
Schematic	Drawings to be submitted to the GRC. PM will normally receive review comments 5 working days after plans are delivered to OUBO.
Preliminary	Drawings to be submitted to the GRC. Review completed within 10 working days of OUBO receipt.

100% CD	Drawings to be submitted to the GRC. Review completed within 15 working days of OUBO receipt. Review time is based on a complete submittal including calculations and fully completed specifications. Incomplete submissions will usually cause delays. Drawings that are not at 100% can sometimes result in a repeated CD submittal if reviewers need additional time to review newly provided information.
Yellow-Out	Drawings to be submitted to the GRC. Review completed within 5 working days of OUBO receipt. See note above regarding complete submittals which is also applicable to YO submissions.
Shop Drawing	Drawings to be submitted to the GRC. Review completed within 15 working days of OUBO receipt of plans, calculations, and material cutsheets.
Bulletin	Drawings to be submitted to the GRC. Review completed 5 to 15 working days after OUBO receipt depending upon extent of changes made.

Types of Permits

Purpose

Project Permits	For use on very minor work or repairs that either do not require a building permit per the Uniform Statewide Building Code or is of such a minor nature as to fall under an annual permit. Issued by Annette Cyphers, John Rainey, Cheryl Gomez, Mark Stanis, or Rick Rice. See updated policy on virginia.ubo.edu .
Building Permits	Typical permit for most projects based on approved drawings.
Demolition	Typically used for one of two purposes with the first being demolition of a structure that will not be replaced. Can also be issued for a renovation project for which construction drawings are not yet approved. Construction cannot begin, but the contractor can move forward with removal of specific items listed on the demo permit.
Partial	Issued for a project for which construction drawings are only partially approved but for which some construction activity can commence. Frequently used for "design/build" or "integrated design" types of projects, a partial permit allows work to progress to a specific point approved by the building official. Also a useful tool when plans are largely completed and approved with just a few remaining issues needing resolution.
Temporary	Issued to persons erecting stages or risers, large tents, bleachers, or similar temporary structures.
Industrialized	Specifically used for pre-fabricated buildings that are often referred to as mobile units. The code refers to these as "Industrialized Buildings."
Tower	Used only for radio or communications towers needing specialized structural reviews and inspections.