

PROCEDURE GUIDELINE

DATE: January 20, 2017 – **UPDATE IN RED**

TO: Associates and Coworkers

FROM: Elaine B. Gall, P.E.
University Building Official

SUBJECT: Procedure for Small Project Review

The following policy simplifies the review and permitting process for project managers with small projects. Feedback and questions may be directed to any OUBO staff.

SMALL PROJECT REVIEW/PERMIT

OUBO defines a **small project review (SPR)** as one with: limited number of rooms, no complex fire safety issues, no change in Use Group, not an ‘H’ Use Group, and <\$25,000 construction cost. Each SPR is allotted 20 minutes.

A Project Manager (PM) requesting a small project review should become familiar with the following weekly process:

- **Mon 5pm – Submittal deadline.** Submittal by PM must include:
 - Drawings submitted using the [Print and Review Transmittal](#). Under ‘Review Type’ select ‘On-Board Small Project’.
 - Submit the [HECO-17 Building Permit](#) to buildingpermitrequest@virginia.edu
- PM receives Outlook calendar invite for a 20 minute meeting window from Bob Waite.
- **Wed 10:00-11:00am – OUBO conducts on-board reviews of scheduled small projects.** Our goal is to leave the table ready to process the permit for each project. PMs of the selected projects must attend the on-board and record any OUBO comments; a copy of the PM’s notes will be kept in the OUBO project files and will be noted as conditional items on the permit. A memo documenting the results of the SPR will be distributed once the notes are received from the PM.

OUBO will also continue to do on-boards at other scheduled times when requested by the PM for qualified projects. Any reduction in [standard review time](#) is at the sole discretion of OUBO and is dependent upon workload, other identified “high priority” projects and OUBO staff schedules.