

## APPENDIX P - BUILDING PERMIT POLICY FOR CONSTRUCTION STATE OWNED BUILDINGS & STRUCTURES

Applicable Codes: Virginia Uniform Statewide Building Code, 2018 edition (2018 VUSBC) effective July 1, 2021 and the 2010 ADA Standards for Accessible Design published September 15, 2010.

The 2018 VUSBC is divided into three (3) stand-alone parts:

- Part I, the Virginia Construction Code (2018 VCC) for new construction,
- Part II, the Virginia Existing Building Code (2018 VEBC) for renovation, and
- Part III, the Virginia Maintenance Code (2018 VMC) for maintenance of existing structures.

A Building Permit issued by the State *Building Official* is required for work in accord with Virginia Construction Code, 2018 edition (VCC) Section 108, *Application for Permit*. A Project Permit issued by the Agency is required for work in accord with 2018 VCC Section 110.2, *Types of permits*. No Permit is required for work in accord with 2018 VCC Section 108.2, *Exemptions from application for permit*.

### General Requirements

- The requirement for a Building Permit is determined by the type or character of the work. The type of funding (general, non-general, gift) or program area (capital, maintenance reserve, operating) in which the work is authorized have no bearing on the requirement for a Building Permit.
- *Construction documents* for work performed under the Annual Permit are a State *Building Official* requirement, but are not required to be submitted for State *Building Official* review.
- The Agency shall submit to the State *Building Official* by January 31 of each year an Annual Permit Activity Report as of December 31 of work initiated under the Annual Permit. A report of audit conducted by the State *Building Official* or State Auditor during the Annual Permit period may be submitted for the Annual Permit Activity Report.
- HVAC, Electrical, Plumbing, Gas Piping, Fire Sprinkler, Fire Suppression, and Fire Alarm work shall be performed by, or under the supervision of, tradesmen certified by the Department of Professional and Occupational Regulation.
- The Regional State Fire Marshal's Office shall be notified prior to performing building demolition and alterations to and relocation of Fire Sprinkler, Fire Suppression, or Fire Alarm systems by submitting a copy of the Project Permit to the Regional State Fire Marshal's Office.
- *Construction documents* for Annual Permit Work, Fire Prevention Code inspection reports by the Regional State Fire Marshal's Office, Property Maintenance Code inspection reports by the agency, periodic ASME A17.1 required elevator test reports (performed by an ASME QEI-1 certified elevator inspector), and inspection / substantial completion inspection reports by the Division of Engineering & Buildings shall be kept on file at the Physical Plant office of the agency for review by the State *Building Official* and/or Regional State Fire Marshal's Office.
- Code Clarifications and Technical Design Standards shall apply as indicated by Chapter 4 of the Construction and Professional Services Manual, current edition.

## BUILDING PERMIT (Issued by DEB)

### Character of work

Projects involving the following:

- Construction of *structure(s)* and site improvements, including new *structures* that contain **occupiable space**.
- *Special Inspection(s)*
- Foundations for Industrialized Buildings, site work, and/or utility work.
- Changing the use of a building either within the same use Group or to a different Group.
- Removal or cutting a structural beam or bearing support.
- Addition, removal, alteration, or relocation of all, or a part of, a *Means of Egress, Exit, or Fire Resistance* rated assembly.
- Addition, removal, replacement, alteration, or relocation of Elevators and Conveying Systems.
- **Addition of or removal of an HVAC, Electrical, Plumbing, Gas Piping, Fire Sprinkler, Fire Suppression, and/or Fire Alarm System.**
- Mechanical: alteration or relocation of the quantity or source of ventilation, exhaust, or combustion air; alteration or relocation of boilers, water heaters, pressure vessels, or refrigeration equipment; change in refrigerant classification for replacement in kind of refrigeration equipment.
- Electrical: alteration or relocation of circuits greater than 1 phase, 240 volt, 50 amp - or – 1 phase, 277 volt, 30 amp
- Plumbing: alteration or relocation of plumbing fixtures, water supply, water distribution, sanitary waste, special waste, or storm drainage.
- Gas Piping: alteration or relocation of fuel gas or fuel oil piping systems.
- Fire Sprinkler: alteration or relocation of water supply or equipment other than sprinkler heads; relocation of more than 25% of sprinkler heads per story.
- Fire Suppression: alteration or relocation of suppression agent or equipment other than heads; relocation of more than 25% of heads per story.
- **Fire Alarm: alteration of system logic; alteration or relocation of equipment other than alarm devices; relocation of more than 25% of alarm devices per story.**
- Utility structures including communication towers, water tanks, and water and wastewater treatment.
- Roof replacement projects where the work is the replacement of more than 25 percent of an existing roof covering.
- Temporary structures.
- Demolition of structures ([CO-17.1](#) Demolition Permit w/attachments required).

**Requirements:** *Construction documents* prepared under the supervision of and signed and sealed by a registered Architect or Engineer and submitted for review to the State Building Official.

## PROJECT PERMIT (Issued under Annual Permit Authority)

### Character of work

- Projects limited to the addition, removal, alteration or relocation of any wall or partition that is not a part of a *Means of Egress, Exit or Fire Resistance* rated assemblies.
- Site improvements limited to parking lots and roads, fences and other sitework regulated by the VUSBC.
- Projects limited to alteration or relocation of Mechanical, Electrical, Plumbing, Gas Piping, Fire Sprinkler, Fire Suppression, *Fire Alarm not indicated above as requiring a Building Permit to be issued by DEB.* \*
- Interior demolition projects that do not involve removal or cutting of structural beams or structural bearing supports.

**Requirements:** *Construction documents* prepared under the supervision of and signed by a registered Architect or Engineer. Regional Fire Marshal's Office written acceptance of installed *Means of Egress, Exit, Fire Resistance* rated assemblies, or *Fire Protection Systems*.

### Character of Work

- Asbestos abatement (abatement documents shall be prepared and signed by a licensed asbestos designer).
- Roof replacement projects where the work is limited to the replacement of less than 25 percent of an existing roof covering.
- Replacement in kind of steep-slope (4:12 or greater) asphalt shingle roofing.

**Requirements:** *Construction documents describing the work.*

### Character of Work

- Hot Work including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch applied roof system or any other similar work.

**Requirements:** Agency shall implement safety measures in accord with the Virginia Statewide Fire Prevention Code.

## NO PERMIT

### Character of work

- Ordinary Repairs and maintenance which are not regulated by the VCC.
- Replacement in kind of materials and equipment with that of similar characteristics in the same location.
- Periodic elevator tests and inspections by an ASME QEI-1 certified elevator inspector.

Italicized words are as defined by the VCC.

\* A FA REPAIR =  
PROJECT PERMIT