

Building Permit

Policy No.: 400-15

Effective: 6/08/00

POLICY:

California statutes and building standards code require that physical improvements to facilities on the CSU, Northridge campus be approved prior to construction by the issuance of a building permit. The Department of Facilities Planning, Design & Construction administers and is responsible for the campus building permit process. The Director, Facilities Planning, Design & Construction is designated the CSU, Northridge Building Official and issues campus building permits.

PROCEDURES:

In general, campus construction projects are accomplished in one of the three ways listed below:

- Public works contracts that are administered by the Department of Facilities Planning, Design & Construction.
- Non-maintenance or repair projects that are constructed by the department of Physical Plant Management and charged back to the requesting department.
- Construction projects originated by campus departments and auxiliaries using their own resources or outside contractors (other than Physical Plant Management).

The campus building permit program formalizes the planning, code compliance reviews and approval process when campus departments and auxiliaries undertake construction projects funded or otherwise provided through resources under their control (The category of construction identified in item #3). The California Building Standards Code states that no building or structure shall be erected, constructed, enlarged, repaired, moved, improved, removed, converted or demolished without a building permit. All projects require the approval of the Department of Facilities Planning, Design & Construction 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 Facilities Planning, Design & Construction early in the planning phase.

A project which requires a building permit to proceed into construction may also require some or all of the following, as determined by the Director, Facilities Planning, Design & Construction:

- Complete construction documents (plans and specifications) prepared to professional standards.
- Planning review by the campus architect, campus consulting architect, and/or the Campus Planning Board.
- 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 State Architect, and a seismic safety structural peer review.

- Public works contracting administration with support from Purchasing and Logistical Services.

Building Permit application forms and advice concerning project planning and management are available in the Department of Facilities Planning, Design & Construction.

For all construction projects administered by Physical Plant Management and Facilities Planning, Design & Construction the building permit program is internal to those two departments. All requirements, as outlined above, must be met prior to construction.

RESPONSIBILITIES:

Departments/Auxiliaries: All CSU, Northridge departments and auxiliaries are responsible for insuring that any construction performed on their behalf by resources under their control or outside contractors meets the California Building Standards Code and is approved by the Director, Facilities Planning, Design & Construction.

Department of Facilities Planning, Design & Construction: This department is responsible for approving all construction on campus and issuing building permits for construction, when required.

REFERENCES:

[Physical Planning and Development, Sections 9000-9999](#)

[State University Administrative Manual, 6/98](#)

CSU, Capital Planning, Design, and Construction Memorandum, dated: November 15, 1999,
Subject: University Building Officials & Project Plan Check Requirements.

[The California Building Standards Code, Title 24, 2013 Edition](#)

[California Environmental Quality Act](#)

FORMS:

CSU, Northridge, Facilities Planning, Design & Construction forms

[FPCD Online Forms](#)

FURTHER INFORMATION:

Department of Facilities Planning, Design & Construction at 818-677-2561.

APPROVED BY THE PRESIDENT