

Title: PPM/FPDC Project Permit Validation
Department: Engineering Services
Effective Date: May 13, 2024

PURPOSE

To assess if renovation/construction work submitted to PPM triggers building code considerations and permitting.

PROCEDURES

1. PPM Enters the project name, Work Order number (if available), and all project details into FPDC *PPM Project Permit Validation* Smartsheet at:
<https://app.smartsheet.com/b/form/ee03131f1d5f487fbd809fa64ccd8451>
2. Answer the following questions: PPM Criteria for FPDC Review of the Requirement for a Building Permit. Does the project:
 - Add new walls, split a room, add a new room, etc.?
 - Add or remove doors?
 - Add or remove ceilings?
 - Require changing or adding fire alarm horns/strobes or fire sprinklers?
 - Install an exterior storage container, shed, or shade structure?
 - Effect on the number and/or location of restroom fixtures?
 - Re-configure or add furniture?
 - Change occupancy based on space use type (i.e. change from classroom to offices)
3. If *No* to all questions – The form generates a permit number (automatically emailed to the requestor) which is recorded on the PPM Work Order for the job by modifying the Work Order description and adding FPDC Permit Number at the end of the description.
4. If *Yes* to any questions – The form ports the project to the FPDC for further review and evaluation.
5. *Missing or additional scope development – When additional information is required, FPDC will work with the Customer and PPM, in the development/refinement of the scope of work to determine required code analyses.*
6. *FPDC staff conducts code review and communicates outcome to PPM and customer.*

7. If approved, FPDC assigns a permit number and sends to PPM to record on the PPM Work Order for the job by modifying the Work Order description and adding FPDC Permit Number at the end of the description.
8. If approved with no permit required, FPDC notifies PPM and customer that no permit is required and the project is approved to proceed.

APPROVED



Jason R. Wang, Senior Director

05/15/2024

Date