

Permit Paths

For full requirements, refer to latest edition of UVA Building Project Permit Policy and Small Project Policy, which this guide summarizes.



* Determination of the appropriate permitting path will always be at the discretion of the reviewer.

PROJECT PERMIT 1	<p>Reviewer</p> <ul style="list-style-type: none"> Designated Agency Representative (DAR) for: HSPP & Op's Management Only (CC&R shall pursue Small Project Review or Building Permit Standard Review) <p>Project Type</p> <ul style="list-style-type: none"> Limited <i>in-kind</i> replacement of finishes, casework, lights, mechanical diffusers/grilles, and plumbing fixtures. Other cosmetic changes not impacting life safety. Alteration or relocation of a 120V or 208/240V single phase circuit 50 amps or less, or 277V circuit 30 amps or less. No changes to room size, shape, air volume, or mechanical loading. No changes to fire rated assemblies, occupant loads, occupancy classifications, or egress routes.
BLDG PERMIT SPR 2	<p>Reviewer</p> <ul style="list-style-type: none"> Office of the University Building Official (OUBO). <p>Project Type</p> <ul style="list-style-type: none"> Ten (10) or fewer Construction Documents sheets. Limited Scope of Work: small number of rooms impacted, does not contain complex fire safety issues, does not involve changes in occupancy. Less than \$50,000 in construction cost. Otherwise meets criteria below for Standard Building Permit.
BUILDING PERMIT STANDARD 3	<p>Reviewer</p> <ul style="list-style-type: none"> Office of the University Building Official (OUBO). <p>Project Type</p> <ul style="list-style-type: none"> Unlimited project scope or budget size. Architecture: changes in partition walls, fire or smoke rated assemblies, occupant loads, occupancy classifications, or any other changes impacting life safety or egress. Structure: any structural changes. Plumbing: new fixtures, relocated existing fixtures, not-in-kind fixture replacements, or removal of existing fixtures; changes to gas piping. Mechanical: changes in the number of mechanical diffusers/grilles in a space, changes in ducting, or changes in mechanical loading. Electrical: new panels or circuits; alteration or relocation of 120V or 208/240V single phase circuits greater than 50 amps, or 277V circuits greater than 30 amps. Fire Protection: changes to fire sprinkler system (beyond 10 percent of sprinkler heads per story) or fire alarm system (beyond 10 percent of alarm devices per story).

Permit Submission Requirements



** Determination of the appropriate permitting path will always be at the discretion of the reviewer.*

PROJECT PERMIT	1	Minimum Submission Requirements <ul style="list-style-type: none"> Varies depending on DAR reviewer. Interim Life Safety Measures (ILSM) and Infection Control Risk Assessment (ICRA) permits for all Health System projects, regardless of size.
BLDG PERMIT SPR	2	Minimum Submission Requirements <ul style="list-style-type: none"> Scope of work clearly defined in drawing(s) and/or writing. Allowance for a reduced and simplified set of documents, at OUBO's discretion. If markups are provided on existing drawings, the original designer's stamp, seal, and titleblock must be removed. Name, title, and address of Designer, or signed and dated A/E's seal (Code of Virginia 54.1-402, Chart A, Note 2). Building name and number, Work Order number, Project number, Construction Type, VEBC alteration level, use group, space function, change of use (if applicable).
BUILDING PERMIT STANDARD	3	Minimum Submission Requirements <ul style="list-style-type: none"> Documents sealed and dated by licensed AE professional, with matching drawing dates. Scope of work clearly defined in drawing(s) and/or writing. Graphic scales for all drawing scales represented. North arrows for all site and floor plans. Graphic legends for all drawing symbols used. Documentation that project meets all life safety and egress requirements. All other applicable HECOM requirements.