

**TIP SHEET & LINKS**

**QUESTIONS:**            **Bob Waite**                            [OUBO Website](#) – additional [FAQ](#)  
(434) 982-5909  
[bobwaite@virginia.edu](mailto:bobwaite@virginia.edu)

**SUBMITTALS:**

**SCHEM (5 Day Review), PRELIM (10), CD, SHOPS (15), SMALL PROJECT, YO, RESPONSES TO REVIEW COMMENTS, & VERIFICATION FILES (5):** Submit via the [Print and Review Transmittal](#)

- Project Title format should be 'Building Name-Location (floor or room number)-Description of Project' and should remain consistent on every submittal
- Drawings in ONE file, Specs in a separate file (consolidated by the A/E, NOT by the UVa PM)
- Exception: Bulletins and Shops: Drawings AND Specs in ONE file
- OUBO Delivery location and print order cells are auto-populated; do NOT change these
- Information on [Small Project Reviews](#) (deadline to submit, max size of project)
- Information on [Fire Safety Shop Drawing Procedures](#)
- If OUBO is not able to approve plans for construction following the [initial YO submittal](#), the UVa PM is required to meet with the University Building Official to resolve the outstanding issues.

**BULLETINS, RFIs, ASIs, etc. (5 Day Review), AND SHOPS (15):**

- Only submit bulletins that impact life safety, structure and/or changes that require a building permit if completed as a stand-alone project. Contact Bob if you are unsure.
- Submit bulletins as a single file: Include a cover sheet by the A/E on their letterhead, signed by a licensed Professional. Identify what change(s) are proposed to the OUBO-approved drawings and the rationale for the proposed changes. Include code logic and/or additional details or UL assemblies as supporting documentation where applicable.
- Submit RFIs or Shops generated by the GC as a single file: The A/E's stamp shall be on the submission indicating their acceptance of the documents. For RFIs, the description needs to be thorough enough for OUBO to understand what the existing and/or approved condition is vs the proposed changes.

**BUILDING PERMITS**

- Submit via email to [buildingpermitrequest@virginia.edu](mailto:buildingpermitrequest@virginia.edu)
- VERY small projects may require only a sketch submitted with the building permit – ask Bob
- Verify ICRA/ILSM are in place prior to requesting a building permit for Health System projects
- Information on [Building vs Project Permits](#), on [Issuance of Partial Permits](#), on [Stage Permits](#)

**INSPECTIONS:**

- Minimum required inspections are noted on Page 2 of the approved permit. CAMs are encouraged to talk with inspectors at the start of the project to map out an inspection Schedule
- Provide 48 hr notice when scheduling inspections
- See Checklists for [Inspections](#) and for [Required Documentation for TCUO/Final Occupancy](#)
- Building permits shall be posted; Stamped Drawings shall be available on all construction sites.

**REVIEW CRITERIA:**

- Access to the Codes, HECOM and FDG referenced in OUBO Review comments are available through the [OUBO website](#) and via hardcopy in our office.
- See [OUBO Reviewers' Top 10 Comment lists](#)
- OUBO keeps a database of construction types for existing buildings; PMs may request info.