

OUBO Tip Sheet – Guidelines for OUBO Submissions

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1. **Submit** all documents for OUBO review via the [OUBO Drawing Review](#) found on OUBO's homepage.
2. **Review Periods:** SCHEM (5 Day Review); PRELIM (10); CD, SHOPS (15); YO, & VERIFICATION FILES (5); ON-BOARD (5-15) See Policy document for [Small Project Reviews](#) (deadline to submit, max size of project); BULLETINS, RFIs, ASIs, etc. (5 Day Review), AND SHOPS (15)
3. **Document Formatting:** Project Title format should be 'Building Name-Location (floor or room number)-Description of Project' and should remain consistent on every submittal
 - **CD, YO, Verification** Drawings in ONE file, Specs in a separate file (consolidated by the A/E, NOT by the UVa PM) All files to be submitted to OUBO should be consolidated by the A/E. The A/E is responsible for the Documents and if you combine or change the file they send, you release the A/E of that responsibility.
 - **CD, YO, Verification** submittals require uniform issue date, seal/signature of A/E on each sheet
 - See Policy document for [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. See Policy document for details: [YO Policy](#)
4. **Formatting for Post-Permit Submissions** - Submit only those bulletins that impact life safety, structure, ADA or FDG compliance, and /or changes requiring a building permit if completed as a stand-alone project. Ask your OUBO liaison if unsure whether to submit.
 - **Bulletins, ASIs, CCDs*:** Submit as a single PDF file which includes a cover letter by the A/E on their letterhead, signed by a licensed professional. Identify the change(s) proposed to the OUBO-approved drawings and 1-2 sentences summarizing the rationale for the proposed changes (examples: 'Owner requested changes', 'value engineering changes', 'fit-out of 2nd Floor Shell Space'). Include **only those sheets that show changes** to the approved set. Include any code logic and/or additional details of UL assemblies as supporting documentation where applicable.
 - **RFI, Shops, Submittals generated by the GC*:** Submit as a single file which includes the A/E's approval stamp. 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.

*If **resubmission** of Bulletins, RFIs, and other submittals is required – include the revised sheets AND those that were not, so that the document is complete.

5. [BUILDING PERMITS](#)

1450 Leake Drive • P.O. Box 400726 • Charlottesville, VA 22904-4726 • 434-982-4621 • OUBO.virginia.edu

- Send completed building permits in excel format to: buildingpermitrequest@virginia.edu
- VERY small projects may require only a sketch submitted with the building permit rather than a document review. Verify this with your liaison.
- Verify ICRA/ILSM are in place prior to requesting a building permit for Health System projects; building permit will not be processed until they are submitted and approved.
- See OUBO's webpage for information on [Building vs Project Permits](#), on [Issuance of Partial Permits](#), on [Stage Permits](#)

6. [INSPECTIONS:](#)

- Minimum required inspections are noted on Page 2 of the approved permit. CAMs are encouraged to talk with inspectors at the start of any Capital project to map out an Inspection Schedule.
- Provide 48 hr. notice when scheduling inspections.
- Request an inspection by sending an email to inspections@virginia.edu include the required information:
 - A PDF of building permit.
 - Building name.
 - Project name.
 - Is this a Capital Project: If yes, note that more lead time may be needed so that we can invite the State Fire Marshall.
 - Type[s] of inspection requested.
 - Proposed date, time, duration [verify an inspector's availability from their calendars before requesting].
 - Where to meet, any other pertinent information.
- See Checklists for [Inspections](#) and for [Required Documentation for TCUO/Final Occupancy](#) on OUBO's webpage.
- Building permits shall be posted; Stamped Drawings shall be available on all construction sites.

7. **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 Review Comments lists](#)
- OUBO keeps a database of construction types for existing buildings; PMs may find this information on the Building Data tab of the HECO 17 Building Permit form.

END OF DOCUMENT

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