

Procedure Guideline

DATE: August 5, 2014

TO: Associates and Coworkers

FROM: Benjamin Hays, PE, SE, LEED AP, CBO
University Building Official

SUBJECT: **Construction Sites – Building Permit Posting and Approved Drawings**
2012 Virginia Uniform Statewide Building Code (VUSBC)

As we transition to the 2012 Edition of the VUSBC, I want to take the opportunity to remind everyone of a few items related to requirements for construction sites related to the posting of building permits and availability of drawings.

1. Building permits shall be posted on the construction site for public inspection throughout the entire project in accordance with VUSBC Section 110.5. Both pages should be visible to all personnel working on the project since our building permits often have crucial public safety information and construction limitations documented on the second page. OUBO staff will check for permits on projects to ensure information is available to the public as required.
2. Only OUBO reviewed and approved drawings shall be on site to ensure construction is performed in accordance with those drawings. Failure to do so has resulted in costly rework on occasion as well as delays. To assist with this, please note that:
 - a. The building permit includes the date of the drawings that were approved by OUBO so a comparison of the date listed on the building permit with the date on drawings will reflect whether the correct set of documents is on site.
 - b. Our inspectors will also check this when onsite as required by VUSBC Section 109.5.
 - c. In the near future, we will be stamping plans “Approved” in a manner similar to that commonly used in local jurisdictions. This will allow construction crews to easily identify whether or not they are working from the correct set of drawings.