

Partial Permits

Date: August 8, 2014

Last Revised: January 2, 2023

Reason for Policy:

Partial permits are an important tool for expediting construction. This policy describes document and permit requirements for partial permits.

Policy Statement:

Construction documents must clearly delineate the portion of a project's scope of work that is to be permitted. Sheets unrelated to permitted work should be omitted or must be noted as 'for reference only.' Individual details may also need to be omitted or noted as 'for reference only'. Depending on the type of partial permit, the OUBO project liaison can provide direction on document standards.

Project managers must clearly describe the scope of construction in the *work permitted* field of the Building Permit (e.g.: 'this permit is for deep foundations only'). The partial permit will reference the approved partial construction documents noted above.

Subsequent partial permits will supersede previous permits and will explicitly note which permit(s) have been superseded. The intent is that a project has only one active permit at a time. Any special conditions noted in the *Additional Building Official Notes* on page 2 will not be copied to subsequent permits and need to be tracked by the project manager.