

**Procedure Guideline**

**DATE:** August 8, 2014

**TO:** Associates and Coworkers

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

**SUBJECT:** **Issuance of Partial Building Permits**  
2012 Virginia Uniform Statewide Building Code (VUSBC)

Partial building permits are an important tool for many of our integrated design and design/build projects and are fully supported and encouraged by OUBO when needed. However, a partial building permit requires an additional level of responsibility on the part of the project manager to keep the design on track and well ahead of construction. It also requires an additional level of responsibility for the construction administration manager to ensure construction does not continue beyond that which is approved.

In order to maintain the availability of this useful tool, I have determined it is necessary to formalize the tracking of partial permits. Please note that where “University Building Official” is noted below, it refers directly to me and not my staff.

Prior to application to OUBO for a partial permit, the project manager shall obtain the following to submit with the permit:

1. Supporting documentation with a brief cover memorandum detailing the scope and limitations of work signed by the Project Manager and CAM for the project. This needs to be reviewed and approved by the University Building Official.
2. Documentation that a reminder has been placed on Outlook calendars of the permit requestor and the University Building Official for bi-weekly emailed updates of the following items:
  - a. Plan submittal status, unresolved issues, and strategy for keeping design submittals on schedule and ahead of construction.
  - b. Ongoing construction progress.

All projects, including integrated design or design/build projects, should have appropriate review turnaround time incorporated within the schedule during project planning. It is critical

that the A/E maintain those schedules and be held to such to avoid stoppage of work while subsequent phases are reviewed. (VUSBC Section 114.1)

Please note that partial permits shall be posted on site such that both pages of the permit are visible. Partial permits often have the limitations and safety precautions listed as a continuation on the second page. In addition, building permits indicate the date of plans for which the permit was approved. The construction documents being used on site shall have the corresponding date to indicate they have been approved by OUBO and be available for construction and inspection personnel. (VUSBC Sections 108.1, 109.5, and 110.5.)

Again, I want to emphasize that we fully support the use of partial permits. These steps are being implemented to help OUBO track partial permits and to assist project managers and construction administration managers in actively managing their use.