

Top 10 - Administrative Comments

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1. Submit Drawings, Specifications, Bulletins, Shop Drawings, etc., using [the Print and Review Transmittal](#)
2. When submitting construction documents, Drawings should be in one file and Specifications should be in another file. Other elements such as structural calculations, photometrics, etc., should be in a separate file. Each individual bulletin, RFI, Change Request, etc., must be in one file. Shop Drawings should be in one file.
3. 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.
4. Do not submit every bulletin or RFI to this office. A good rule of thumb is to ask yourself, if the change were a stand-alone project, would it require a building permit? If the answer is yes, submit it for review. If there is any doubt, contact me or your liaison for clarification.
5. Send responses to review comments (in Word format) and building permits (in Excel format) to: buildingpermitrequest@virginia.edu
6. Information for Building and Project Permits can be found here: [Building & Project Permits](#)
7. On-Board or Small Project Reviews are still available; however, they are no longer in-person meetings. See the [Small Projects Policy](#) for more information such as project size, submittal times, etc.
8. Use one name for your project. The name of your project when submitted to this office should include the Building Name, Location, and Description, in that order. Keep the name short. Do not list every aspect of the work.
9. Ensure the Work Order number is active when you submit a project. Some preliminary work is required for every project before the reviews start.
10. Provide a 2" x 2.5" box in the same location on all drawing sheets for the OUBO Approval Stamp. For bulletins, only the cover sheet receives the OUBO Approval Stamp.

END OF DOCUMENT

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