

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. Each individual bulletin or Change Requests, 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 that 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 for clarification.
5. Send responses to review comments (in Word format) and building permits 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 scheduled for Thursday afternoons. Other times are available for special conditions. 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.
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 sheets for the OUBO Stamp.