



Administration and Finance
Operations Detail: #11-01

Modifications to Facilities
October 26, 2021

1.0 PURPOSE

This document provides guidance to the campus community on the process required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any state or non-state building or structure associated with the campus. This operations detail provides guidance for when building permits are required and the process for obtaining building permits.

The purpose of Building Standards Codes and the associated programmatic requirements like permits and inspections is to provide minimum standards to safeguard the public health and general welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures.

Non-Compliance with these code requirements, and/or projects initiated without building permit review and approval can result individual and/or departmental civil or criminal liability under State Laws.

2.0 BACKGROUND

California Education Code, the current California Building Standards Codes; and CSU Policy establish CSU as the Authority Having Jurisdiction (AHJ) for the enforcement of California Building Standards Codes on campus.

There are several shared governing authorities on CSU projects.

With noted exceptions, all CSU projects are required to be reviewed by the California State Fire Marshal as it relates to fire (life) and panic safety; a SFM submittal is required to be submitted into the GOVMotus (Fire) application system for all CSU projects. On small minor projects and at the discretion of OSFM and the

concurrence with the CSU Deputy Director of Fire Safety, Deputy SFM inspectors may review and issue field plan approvals but still require an application submittal to GOVMotus.

Access Compliance for CSU projects must be certified by the State of California Department of General Services, Division of the State Architect (DSA), Access Compliance Unit known as DSA-AC; DSA is the Enforcing Agency for Access Compliance for the CSU. A direct submittal to DSA is required using DSA's Electronic Plan Review process.

3.0 OVERVIEW

When is a Building Permit Required?

All projects require the approval of the designated Campus Deputy Building Official (CDBO) prior to the start of construction.

Additionally, to ensure successful projects and timely approval of projects originated by campus departments and auxiliaries, it is essential that all projects be coordinated with FP&M early in the planning phase.

In general, all construction and renovation work requires formal, written approval from the Deputy Building Official prior to the erection, construction, reconstruction, installation, alteration or moving of any building or structure, including special events and tents.

Changes, alteration, and repairs of a minor nature not affecting structural features, egress, sanitation, fire safety, or accessibility are covered under an expedited annual permit program with FP&M.

Building code does not allow multiple permits for the same facility or space to be open concurrently. If multiple service requests for work in the same facility or space are received, they must be consolidated so they can be coordinated to comply with building code. Multiple competing and uncoordinated service requests will increase project costs and schedule delays.

The table below provides some examples of when a permit is, or is not, required:

| Requires Permit(s) | No Permit Required |
|---|---|
| <p>Any activity that may add, alter, or modify ADA requirements.</p> <p>Example: New staircase, ramp or modifications to existing path-of-travel that could affect ADA access</p> | <ul style="list-style-type: none"> • Repaving • Staircase repair |
| <p>Building additions, alterations, renovations and/or space improvements</p> <p>Example: Removing a wall and/or relocating a door</p> | <ul style="list-style-type: none"> • Painting • New Blinds • Tiling • Replace carpeting |
| <p>Electrical, mechanical, plumbing or building additions or alterations</p> <p>Example: Installing a new electrical panel or new equipment requiring more than a plug or cord. Adding or removing a satellite dish or antenna</p> | <ul style="list-style-type: none"> • Office moves • New window if replaced in-kind • New electrical outlet where existing power is available • Minor repair work • Fencing under 7 feet high |
| <p>Activities involving buildings or roof structures</p> <p>Example: Installing roof-top equipment or a new roof</p> | <ul style="list-style-type: none"> • Roof patching • Ordinary repairs |
| <p>Any underground or overhead work near or involving major infrastructure.</p> <p>Example: New sanitary, storm, sewer, water, or electrical line</p> | <ul style="list-style-type: none"> • Trenching for irrigation lines • Replacement of lamps in existing lighting fixtures |
| <p>Special Events</p> <p>Example: short term, medium term, and long-term structures such as tents greater than 400 square feet</p> | <ul style="list-style-type: none"> • Tabling • A single tent less than 400 square feet |

4.0 CITATIONS

[California Education Code 66606](#) gives full power and responsibility in the construction and development of any state university campus, and any buildings or other facilities or improvements connected to the California State University.

The CSU is responsible for the enforcement of building codes as approved by the California Building Commission. (Ref. [Health and Safety Code Section 18901 - 18949.6](#) and [California Building Code Section 101.17](#)).

California Building Code (CBC)

CBC Section [A] [Section 103.1](#) Creation of enforcement agency – *The Department of Building Safety is hereby created and the official in charge thereof shall be known as the building official.*

CBC Section [A] [Section 103.2](#) Appointment – *The building official shall be appointed by the chief appointing authority of the jurisdiction.*

CBC Section [A] [Section 103.3](#) Deputies – *In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the building official shall have the authority to appoint a deputy building official, the related technical officers, inspectors, plan examiners, and other employees. Such employees shall have powers as delegated by the building official.*

[CSU Policy/SUAM, Section 9232](#)

In accordance with the CSU policy Project Plan Development for Major Capital Construction Projects – each campus shall appoint a deputy building official responsible for campus-specific administrative and operational control. The Campus Deputy Building Official acting on behalf of the Trustees, and under the authority of the Chancellor or Campus President, should possess a current California architect or engineer license. In the event no university official has a license as stated above, the Campus President may designate a university employee as the Campus Deputy Building Official where that employee possesses substantial knowledge of the design and construction of university facilities and the relevant

codes. In the absence of a designated Campus Deputy Building Official on a campus, the Campus Building Official shall be the senior building official in the CSU Office of the Chancellor.

Under the [Building Code \(CBC Section 105.1\)](#), no building or structure shall be erected, constructed, enlarged, repaired, moved, improved, removed, converted, or demolished without a building permit [written validation] except those projects exempted by code ([CBC, Section 105.2](#)); i.e., fences not over 7 feet, cases, counters and partitions not over 5 feet 9 inches high, painting, on-grade walks, drives, and platforms. The responsible building official for each campus shall issue a written validation certificate for each project and each respective campus shall maintain a record of all validations.

Other shared governing authorities as enforcement agencies on CSU projects are cited in the following references: California Education Code; the current California Building Standards Codes; and [CSU Policy/SUAM Project Plan Development for Major Capital Construction Projects 9232](#).

5.0 PROCEDURES

Submit a service request to fmcustomer@cpp.edu or call extension 3030 with the following information necessary to route the request to the appropriate facilities experts.

1. Building number and location
2. Name contact information and department
3. Describe if any departmental approvals have been received for the project
4. Description of the modification needed
5. When the modifications are needed

Facilities Planning & Management will initiate planning for the requested modification per the Operational Detail 11-07: Planning for Facilities Modifications and Special Events.

6.0 DEFINITIONS

Project is defined as any activity to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any state or non-state building or structure associated with the campus.

Campus Deputy Building Official is designated by the President annually in the submission of the Capital Outlay Management Plan to the Chancellor’s Office. The Chancellor’s Office must approve the plan which includes the designation of the Campus Deputy Building Official.

Chief Building Official is the senior building official at the Chancellor’s Office.

7.0 CONTACTS

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8.0 REVISION TRACKING

Revision History

Review/Approval History

| Revision Date | Revised by | Summary of Revision | Section(s) Revised |
|---------------|-----------------|---------------------|--------------------------------------|
| 7/29/2021 | Ysabel Trinidad | Approved | All |
| 2/16/2022 | Ysabel Trinidad | Approved | Overview, Citations, Procedure |