

FREQUENTLY ASKED QUESTIONS

Who should submit the application?

The person responsible for the work shall submit the application

When do I need to submit plans?

If more than one room is being worked on and/or multiple trades (mechanical/ electrical and plumbing) you will need plans. For smaller scopes of work a dimensioned site plan and floor plan are required.

Can a third party submit plans?

Yes, but they need to go through a UCR entity for sponsorship.

At what scope level is a permit required?

All construction, alterations, repairs and remodel projects must comply with the latest California Building Standards Codes. Additionally, all equipment and accessories shall also be installed in accordance with each of their respective codes. This is accomplished through oversight from the Campus Building Official and issuance of a campus building permit.

How long is the permit process?

Please allow up to 14 business days for the initial review and add up to 10 business days for recheck.

Will there be a cost for a Permit?

Yes, Building & Safety time will be recharged to the funding source identified on the Campus Building Permit Application. An additional cost will occur for an outside peer review.

Who is included in the plan review?

Building & Safety will distribute submittal documents to the required review agencies. This will include Fire Life & Safety and may include Facilities' Services, EH&S, ITS, TAPS, PD.

Is it required to get a permit to paint a wall??

A permit is not required for paint & patch no matter the size or dimensions.

Is it required to get a permit to move a wall or door?

Yes

Are NFPA requirements included in the review process?

Yes, accessibility requirements in accordance with the California Building Code/ADA are required for all projects.

Will written comments be generated by all entities reviewing and approving plans?

Yes, however the current process is typically accomplished with red line notes on the reviewed plans.

Are there instances where plans or drawings are not required with the submission? If so, what is the scope level at which plans would become a requirement? Yes, refer to the checklist "Building Permit required "or "Exempt from Permit guidelines.

FREQUENTLY ASKED QUESTIONS CONT'D

When plans are required, at what stage of development are they to be submitted?

It is okay to submit early at 90% CD.

Is there opportunity to submit preliminary plans for early input?

Yes, go to apply for permit and select request a preliminary review for the application type.

Can the work be performed by someone other than a licensed contractor or Facilities Services?

Yes, but the project must be sponsored by a UCR entity.

Does this permit process apply to interior and exterior signage, temporary or permanent, that is designed in house and installed by Facilities Services?

Yes, it will still need to comply and be reviewed.

Do “Fixed” furniture installations require plan review and a permit?

Yes, all furniture installations are required to be reviewed so Building & Safety can confirm accessibility requirements.

Does mobile furniture require review and approval?

Yes, but a Building Permit is not required. Apply for permit and select request a preliminary review for the application type.

Do you need a permit for a crane lift?

Yes, refer to the detailed list of submittal requirements for a crane lift on your home page.