



**ENGINEERING & UTILITIES**  
**POLICY & PROCEDURE # 12**

**TITLE:** PERMIT FILING SYSTEM AT MAIN CAMPUS-ALL PROJECTS

**OBJECTIVE AND PURPOSE:** Develop and maintain building permit documentation for both Major and Minor projects on all University campuses.

**RESPONSIBILITY:** **ACTION**

**E&U OFFICE ASSISTANT**

- ◆ Receives all building permit documents outlined in the Building Permit Filing System (**Attachment "A"**) and develops a file using the prescribed numbering system specified in the **EXAMPLE** below:

**A-603 / P-5145**  
A-603 Permit Number  
P-5145 Minor Project Number

**A-571 / BT-668**  
A-571 Permit Number  
BT-668 Major Project Number

- ◆ Submits all building permit documents as outlined in the Building Permit Filing System (**Attachment "A"**) to the Building Code Coordinator for review.

**BUILDING CODE COORDINATOR**

- ◆ Reviews all permit documents and returns them to the Office Assistant.

**E&U OFFICE ASSISTANT**

- ◆ Obtains any necessary final signatures and files documents in the order specified in the Building Permit Filing System (**Attachment "A"**).
- ◆ When the project is completed, delivers the permit file documents to the Engineering Tech/Designer to be archived.

**ENGINEERING TECH/DESIGNER**

- ◆ Archives the permit documents

**ATTACHMENT**

- ◆ **Building Permit Filing System -Attachment "A"**

Issued By: J. Baker	Date Issued: 9/2008	Date Revised:	Effective Date: 9/2008
APPROVED:	Vice President	Assistant V.P.	Director

**BUILDING PERMIT FILING SYSTEM**

**DOCUMENTS TO BE FILED:**

1.	Completed building permit application
2.	Contractor's license and insurances
3.	Plan review approval from the State Fire Marshal (if required by project)
4.	Plan review approval from building code consultant
5.	Completed release of project for construction permit form
6.	Completed official building permit
7.	Completed FAU inspection forms indicating the minimum code inspections have been approved
8.	Final letter of inspection approval from the SFM (if required by project)
9.	Final letter of approval from the building code inspection personnel
10.	Certificate of Occupancy or Certificate of Completion

***All files are organized and kept in ascending numerical order with number one being on the bottom and number ten being on the top.***

**Attachment "A"**