



Steps in the Building Permit Occupancy Permit Process

Building Permit

- Project is **\$50,000 or more** and includes work involving or similar to construction that is performed with respect any facility including but not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.
- Project is **less than \$50,000** but involves any of the following:
 - a change or increase in the size, type, or extent of an existing facility;
 - cutting away of any wall, partition, or portion thereof;
 - cutting or removal of a structural beam or load-bearing support;
 - removal of, or change in a required means of egress;
 - rearrangement of parts affecting exit requirements;
 - addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping;
 - electrical wiring;
 - mechanical;
 - other required building system.

◎ Step #1:

- › Architect develops construction documents with affixed seal and signature per School Board request.
- › School board gives approval, prepares and submits two copies of the following to the Regional Superintendent:
 - 36-10 Application for Building Permit
 - all signed and sealed plans and specification
 - 36-11 Plan Review Statement
 - 35-66 Application for Variance (if applicable)
 - 36-35 Confirmation of Plan Review Records

◎ Step #2:

- › The Regional Superintendent (or designee) issues a Building Permit and returns one set of the plans and specifications, with the Regional Superintendent's Approval in Writing affixed.
 - The BUILDING PERMIT, and the approved plans and specifications should be kept at the site of work to serve as a basis for all subsequent inspections.

Occupancy Permit

◎ Step #1:

- › School Board wishes to occupy a facility after work has been completed.
- › Architect prepares and the school board submits the following to the Regional Superintendent:
 - 36-15 Application for Occupancy/Completion
 - 36-36 Inspection Statements
 - 36-37 Confirmation of Called Inspection Records
 - Larger projects may require progress monitoring or multiple filings of this form
 - 36-12 Temporary Facility Report (if applicable)

◎ Step #2:

- After the application and all required forms are received, the Regional Superintendent will issue one of the following:
 - Certificate of Occupancy
 - Certificate of Partial Occupancy
 - Certificate of Occupancy – Vehicular Facility
 - Certificate of Occupancy – Temporary Facility