**Building permit application**

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| **Permit type: Select       Campus name: Off campus facility****Existing permit #:       Addendum #:****[ ]  HW–Hot Work** (Email permit application and documents to ASUFire@asu.edu - Hot Work requires a photo ID and Structural Welding requires certifications and photo ID)**[ ]  RK–Record keeping review [ ]  OP– Other permit type:****CPMG**: Email permit application to ConstructionSupportServices@asu.edu. Place construction documents in the project folder located at: T:\Shared\Projects\Open Projects.**Facman**: Email permit application, drawings and applicable manufacturer’s specifications to ConstructionSupportServices@asu.edu. Construction documents that are too large to email may be placed in the FM Construction Team folder located at: R:\FM Construction Team.ASU’s permit and inspection requirements are available at [cfo.asu.edu/bldg-permit-requirements](http://cfo.asu.edu/fdm-bldg-permit-requirements). |
| **Project information** | **Request date:** |
| **Bldg name/area:** | **Bldg #:** | **Room(s):** |
| **Work order#:** | **ASU project#:** | **Project start date:** | **Completion date:** |
| **Current use of area:** | **Use of remodeled area:****(If remodeled area is a lab, provide lab details)** |
| **Project scope:** |
| **Air quality:** Will project include installation/replacement of fuel burning equipment? (Ex: furnaces/generators) Yes **[ ]** No **[ ]** Email specifications to EHS. |
| **Demolition:** Will demolition project consist of wrecking any load-supporting structural member? Yes **[ ]** No **[ ]** Email NESHAP notification to CSS. |
| **Drywell:** Will project include a new drywell installation, drywell closure or other type of drainage system installation? Yes **[ ]**  No **[ ]**  |
| **Dust control:** Provide the square footage of area that will be disturbed **S/F**. Projects that have dust generating activities that disturb surface area of one tenth of an acre or more require a Maricopa Dust Permit to be submitted to CSS |
| **Stormwater:** Provide the square footage of construction activities (clearing, grading, excavating) that will cause land disturbance **S/F.** Projects that disturb land area equal to or greater than one or more acres of land require a State Stormwater Permit (CGP), provide a copy to CSS. |
| **Special Inspection:** Are Special Inspections required? Yes **[ ]**  No **[ ]** (If yes, provide a sealed SI certificate with construction documents to CSS when submitting for permit) |
| **Project estimation:** Is this project estimated to be at or over $250,000.00? Yes **[ ]**  No **[ ]**  |
| **ASU project manager:** | **Cellphone:** |
| **Design professional name and email:** |
| **Contractor:** | **ROC#:** | **Phone:** |
| **Superintendent name:** | **Email:** | **Cellphone:** |
| **Plan review**  | **Signature** | **Date** | **Comments** |
| **Asbestos Services** |  |  |  |
| **Building Code and ADA** |  |  |  |
| **EHS–Air Quality** |  |  |  |
| **EHS–Biosafety and Lab Safety** |  |  |  |
| **EHS–Fire Safety** |  |  |  |
| **Food Safety and Health Sanitarian** |  |  |  |
| **Plan review notification comments** |
| **ADA/Accessibility** |  | **Office of the University Architect** |  |
| **Facman** |  | **University Facilities Records Mgmt** |  |
| **Parking and Transit** |  | **Enterprise Technology** |  |

**Construction Support Services**

 **Special Inspection Certificate - Post at job site with permit.**

 **Requirements and instructions are on the backside of the form.**

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|  **Section A** |
| **Date:**  | **Project name:** | **Project no.** |
| **Project address:** | **Permit no.** |
|  **Section B - To be completed by Registered Design Professional in responsible charge** |
| In compliance with Chapter 17, Section 1704 of the International Building Code, which requires the owner or agent to employ a Special Inspector to be present during the construction of work, I do hereby designate the following Architect/Engineer to be in responsible charge of the Special Inspection on the above project. |
| **Architect or Engineer name:** | **Mailing address:** | **Phone no.** |
| **Company name:** | **Mailing address:** | **Phone no.** |
|  **Section C - Special Inspection Responsibility Certificate** |
| I certify that I am familiar with the above-named project and have determined the following checked items require Special Inspection in accordance with Chapter 17, Section 1704 of the International Building Code. The following individuals are proposed to perform the identified Special Inspections: | **Seal, sign, and date:** |
| **Type of work requiring Special Inspection** | **Special Inspector name, ID number, phone number** |
|  **Soils** |  |
|  **Driven deep/Cast-in-place/Helical pile foundations** |  |
|  **Concrete construction** |  |
|  **Masonry construction** |  |
|  **Steel construction** |  |
|  **Wood construction** |  |
|  **Special wind resistance** |  |
|  **Special seismic resistance** |  |
|  **Sprayed fire-resistant materials** |  |
|  **Fire-resistant penetrations and joints** |  |
|  **Mastic and intumescent fire-resistant coatings** |  |
|  **Exterior insulation and finish systems EIFS** |  |
|  **Smoke control systems** |  |
|  **Fabricated items** |  |
|  **Special case:** |  |
|  **Special case:** |  |
|  **Special case:** |  |
|  **Section D - Certificate of Compliance** |
| I certify that, to the best of my knowledge, the special inspections were conducted in accordance with the applicable provisions of the IBC and the approved plans and specifications insofar as the portion of the work requiring special inspection is concerned, except for those discrepancies previously reported. A guarantee that the building has been constructed in full accord with the plans and specifications is neither intended nor implied.  | **Seal, sign, and date:** |

 **Special Inspection Guidelines**

The owner or registered design professional in responsible charge acting as owner’s agent shall employ one or more special inspectors to provide inspections during construction on the types of work listed in the International Building Code, Section 1705. When required, a Special Inspection is in addition to, not in lieu of, periodic Building Safety Inspections by ASU Construction Inspectors. The Special Inspection shall be conducted by a qualified Special Inspector that is certified to inspect the particular type of construction or operation requiring a Special Inspection.

**Section A:**

The Project Manager or applicant for the project will complete this section, identifying the project information, including the project number.

**Section B:**

To be completed by the registered Design Professional in charge. The Permit Applicant will provide the name of the Special Inspector on the Construction Support Services Special Inspection Certificate who will carry out the required inspections. The responsible Architect or Engineer shall notify CSS of any special inspection changes prior to conducting the inspection.

**Section C:**

Designated registrant will:

* Provide continuous, competent and complete inspection on the work for which a Special Inspection is required in accordance with Section 1704 and shall submit reports as required.
* Seal, sign and date the Special Inspection Certificate
* Maintain records on site that are accessible for periodic review by ASU Construction Inspectors.

If it is determined that construction is not in conformance with the approved plan, construction will be brought into conformance, and where required, a revision will be submitted to CSS for approval prior to proceeding with the work.

**Section D:**

**Do not**complete this section yet. This portion to be completed **after** the required Special Inspection has been performed. Upon completion of the work for which the Special Inspection is required, the Architect, Engineer or responsible party in charge of the Special Inspection will:

* Certify that the work for which the Special Inspection is required has been completed in accordance with the requirements of the building code and the approved final plans. Sign, seal and date Section D.
* Provide a copy of the completed and signed Special Inspection Certificate to Construction Support Services for their records.