

Regional Office of Education

Building Construction/Occupancy Process Checklist

District	Project	Construction Initiation	Construction Completion
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Building Construction/Permit Phase

Step #1 **Architect develops construction documents per School Board request. School Board gives approval and prepares Application for Building Permit. Board and/or architect submits plans and two copies of other required documents (below) to Regional Superintendent (additional copies of plans may be required if local fire departments or municipalities have registered with your office requesting plans)**

- _____ **36-10:** Application for Building Permit (*District, Architect, Reg. Supt.*)
- _____ **36-11:** Plan Review Statements - if applicable (*Architect*)
- _____ **36-12:** Architect/Engineer's Certification Stamp – used if applicable – plan review was done by a 3rd party (*Architect/Engineer*)
- _____ **35-66:** Application for Variance - if applicable (*District, Architect, Reg. Supt.*)
- _____ **36-35:** Confirmation of Plan Review Records (*Architect*)

_____ **New Sprinklered Construction** – design calculations, sizing & layout indicating adequate sprinkler equipment, pressure and backflow for project (*Architect/Design Engineer*)
This may be FP drawings sheets and civil sheets that show water service to the building, and technical spec sections. Typically all you would need to see is the drawing sheets.

Step #2 **Regional Superintendent issues a Building Permit and returns one set of plans and specifications**

- _____ **36-14:** Building Permit (*Reg. Supt.*)

Occupancy and/or Completion Phase

Step #1 **School Board wishes to occupy a facility after work has been completed, or after work not affecting occupancy is done. Regional Superintendent ensures called inspections are conducted.**

- _____ **36-15:** Application for Occupancy (*District, Architect/Engineer, Reg. Supt.*)
- _____ **36-36:** Inspection Statements – if applicable (*Architect*)
- _____ **36-37:** Confirmation of Called Inspection Records (*Architect*) – larger projects may require progress monitoring or multiple filings of this form
- _____ **36-38:** Building Permit Completion Statement – for work not affecting an existing certificate of occupancy (*Board Pres., Supt., Architect/Engineer, Reg. Supt.*)
- _____ **36-26:** Temporary Facility Report – if applicable (*Architect*)

Step #2 **After Application for Occupancy and required forms are received, the applicable certificate is completed.**

- _____ **36-16:** Certificate of Occupancy (*Reg. Supt.*) **OR...**
- _____ **36-17:** Certificate of Partial Occupancy (*Reg. Supt.*) **OR...**
- _____ **36-28:** Certificate of Occupancy – Vehicular Facility (*Reg. Supt.*) **OR...**

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36-30: Certificate of Occupancy – Temporary Facility (*Reg. Supt.*)