

Regional Office of Education

Building Construction/Occupancy Process Checklist

<i>District</i>	<i>Project</i>	<i>Construction Initiation</i>	<i>Construction Completion</i>
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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** – tech spec sheet indicating adequate sprinkler equipment, pressure and backflow for project (*Architect/Design Engineer*)

Step #2 **Regional Superintendent issues a Building Permit and returns one set of plans and specifications, with the Regional Superintendent's Approval in Writing affixed.**

- _____ **36-14:** Building Permit (*Reg. Supt.*)
- _____ **36-13:** Regional Superintendent's Approval in Writing (*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:** Statement of Completion – for work not affecting an existing certificate of occupancy (*Board Pres., Supt., Architect/Engineer, Reg. Supt.*)
- _____ **36-12:** 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...**
- _____ **36-30:** Certificate of Occupancy – Temporary Facility (*Reg. Supt.*)