

## **2007 NEW PROJECT FIELD REVIEW Reminder List**

### **GENERAL GUIDELINES:**

There are several important aspects involved in this process. First, OSHPD may refuse any project to be executed under this program, if the criteria are not met. Second, OSHPD will rely on receipt of plans and verified reports from design professionals as a substitute for usual detailed plan review. Third, OSHPD field staff will see the project during and at its completion to insure it complies with the California Building Standards Code. It is important for all to understand that this process is built on trust. In the event that projects are misrepresented in scope or are constructed in a noncompliant manner, it will be necessary for OSHPD to scrutinize each project more closely. If warranted, the facility may lose the privilege of field review. Any Annual Building Permit project undertaken which qualifies as a "field review" will be reviewed by the OSHPD field staff. An Annual Building Permit project may be delayed until the Annual Building Permit is issued by OSHPD.

The Annual Permit (valid from July 1 through June 30) has a combined maximum cost criteria (\$50,000 in hospitals and \$25,000 in skilled nursing facilities) that is given as a guide to help the applicant determine if a field review should be considered. Not all projects of \$25,000 or less can be automatically field reviewed by the field staff. Those projects involving changes to life support systems, HVAC air balance or new services may not be field reviewable.

To determine if the project is field reviewable, refer to the FREER manual Project Guide. If the guide indicates a field review is possible, the field review can be initiated with the assistance of the Area Compliance Officer (ACO), the Fire/ Life Safety Officer (FLSO) or the District Structural Engineer (DSE).

Submit plans (2 copies) for review by the OSHPD field staff. These plans must be stamped by registered professionals in the appropriate disciplines (i.e. Architects, Structural Engineers, etc.) If a design professional is not required, the plan preparer should sign the plans. All projects are triaged by the field staff. If all disciplines determine a field review is appropriate, the plan review is completed by the field staff. Occasionally, a portion of the review may be referred to the Office to complete the review.

Once plans are approved and stamped by OSHPD, the review process is complete. The plans are then packaged and forwarded by the design professional to the Office for inclusion in the project file. Notify OSHPD at least 48 hours in advance of when you intend to start construction

### **CHECKLIST FOR NEW FIELD REVIEW PROJECTS:**

#### **DOCUMENTS NEEDED:**

- | <u>CHK</u>               | <u>N/A</u>               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. For Annual Building Permit projects (designated with a "G" project number) complete the Annual Building Permit form, OSH-FD-306.   |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Complete the Plan Review Application under Annual Building Permit form, OSH-FD-310.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. If not using the Annual Building Permit method, complete the Plan Review Application form, OSH-FD-121.   |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Complete the Building Permit form, OSH-FD-302.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Complete the Inspector of Record form, OSH-FD-124.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Provide a copy of the Workers Compensation policy for the named contractor or facility performing the work as listed on the Permit.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Provide a Testing, Inspection and Observation Program. The scope of the project will determine the items to include in the Program, refer to suggested forms: OSH-FD-303A, B, or "short" form. |

**PLAN ITEMS NEEDED:**

\*Note on items required to be on the plans – the field staff will determine the need for items listed below, and for some plans, indicate the need for additional information based on the scope of the project or experience of the project team in completing FREER projects.

- 6. Items applicable to each sheet of the project plans:**
- a. 8 ½ " x 11" paper is acceptable.
- b. Name and address of facility on each sheet.
- c. Signature of plan preparer on each sheet (same person identified in Section "C" of Plan Review Application form).
- d. Number each sheet consecutively
  
- 7. Title sheet (sheet 1):**
- a. Give scope of project (same as on Application form).
- b. List building information: (examples – confirm each item)
- 1. Occupancy type: I - 2
- 2. Construction type: V – 1 hour
- 3. Number of stories: \_\_\_\_\_
- 4. Fire sprinklers throughout
- 5. Year of construction
- c. List applicable codes (per OSHPD CAN 1) currently:
- 2007 California Building Standards Administrative Code, Part 1, Title 24, CCR
- 2007 California Building Code, Part 2, Title 24, CCR (2006 IBC and 2007 CA Amendments)
- 2007 California Electrical Code, Part 3, Title 24, CCR
- 2007 California Mechanical Code, Part 4, Title 24, CCR
- 2007 California Plumbing Code, Part 5, Title 24, CCR
- 2007 California Fire Code, Part 9, Title 24, CCR
- d. Index of drawings
- e. Scale of plans
- f. Include the following statement:  
The intent of the plans and specifications is to reconstruct the building in accordance with the California Building Standards Code, Titles 19 and 24, California Code of Regulations. Should any conditions develop not covered by the approved plans and specifications wherein the finished work will not comply with Title 24, California Code of Regulations, a change order detailing and specifying the required work shall be submitted to and approved by OSHPD before proceeding with the work.
  
- 8. Site plan showing:**
- a. All structures and exits, property lines, setbacks and any easements.
- b. All streets, parking lots, handicap spaces, steps and ramps.
- c. North directional arrow.
  
- 9. Floor plan of facility and areas of construction:**
- a. Show existing rooms with names and numbers, corridors, doors and windows. Dimension as needed.
- b. Show paths of egress, exits, and exit discharge.
- c. Show demolition work.
- d. Finish schedules.
- e. Building sections, interior and exterior elevations.
- f. Area and fire / smoke separations, horizontal and vertical.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>10. Detail areas of construction:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>a. Architectural issues:</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Wall types, non or type of rating.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Stud type, size, spacing and attachments to structure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Door and windows sizes, swing, ratings and dimensions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Ceiling details, heights and materials.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Detail cabinets, handrails and other features.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Note and detail signage.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Roofing type, layers, fire ratings/ listing and equipment locations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>b. Structural issues:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Anchorage details: cabinets, grab bars, handrails, shower seats, tv brackets, HVAC units, other equipment platforms.                |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Backing plate details, typically 6" x 16 gage unless calculations justify otherwise.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Equipment anchorage schedule, give weights, dimensions and reference to anchorage details.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Locate seismic separations and detail service connections at these locations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>c. Mechanical / Plumbing issues:</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Mechanical and plumbing equipment and material schedules listing / describing fixtures, trim, filters etc.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Provide legends, symbols and sections or elevations as needed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Large scale plan for congested areas as mechanical rooms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Show size of ductwork and piping, hanger details and bracing as needed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Locate and dimension clearances from all intakes, exhausts and vents.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Show and give sizes at all points of connection to systems and equipment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Show cfms all for supply, return and exhaust registers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Show medical gas locations and sizes, valves and alarms.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>d. Electrical issues:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Panel and fixture schedules with revised loads.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Identify new equipment, receptacles, switches, lighting, disconnects.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Show normal and emergency system, circuits and alarms.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>e. Fire safety issues:</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Show sprinklers, changes to any branches and heads, specify models and listing numbers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Show alarm system, dimension and specify as needed all devices including, pull stations, chimes, strobes and smoke/ heat detectors. |

**NOTE:**

The purpose of this list is to reduce oversights and to achieve minimum levels of uniformity and completeness. The use of this reminder list does not constitute a complete plan review. Compliance with all items on this list does not necessarily assure compliance with all provisions of the applicable codes and standards. This reminder list should be used only by persons with a comprehensive knowledge of the applicable codes and standards.

**Additional information sources:**

OSHPD Architectural, Mechanical, Electrical and Structural Standard Plan Review Comments:  
[http://www.oshpd.ca.gov/FDD/Plan\\_Review/PlnAppComments.html#standard](http://www.oshpd.ca.gov/FDD/Plan_Review/PlnAppComments.html#standard)

OSHPD Public Use Forms:  
<http://www.oshpd.ca.gov/FDD/Forms/index.html>

OSHPD FREER Manual:  
[http://www.oshpd.ca.gov/FDD/Plan\\_Review/Documents/FREER.PDF](http://www.oshpd.ca.gov/FDD/Plan_Review/Documents/FREER.PDF)

OSHPD Regulations, Policy Intent Notices and Code Application Notices:  
<http://www.oshpd.ca.gov/FDD/Regulations/pinscans.htr>

OSHPD Project Review Status:  
[http://www.oshpd.ca.gov/FDD/project\\_tracking/index.asp](http://www.oshpd.ca.gov/FDD/project_tracking/index.asp)