HCAI

Facilities Development Division

EXPEDITED BUILDING PERMIT FOR INSTALLING A TEMPORARY GENERATOR

FOR SINGLE STORY WOOD OR LIGHT STEEL FRAME CONSTRUCTION SKILLED NURSING FACILITIES & INTERMEDIATE CARE FACILITIES

(OSHPD 2 Buildings)

8

How – To Guide Series

A Companion Document to the FREER Manual

October 2021 Hardcopy Version

EXPEDITED BUILDING PERMIT GUIDE
FOR INSTALLING A TEMPORARY GENERATOR

The Expedited Building Permit Guides are companion documents to the Department of Health Care Access and Information (HCAI) Field Review, Exempt, and Expedited Review (FREER) Manual and are intended as general reference guides and/or checklists to facilitate **repair, maintenance, minor renovation/remodeling, or installation of certain equipment** projects.

The Expedited Building Permit Guides are intended only for single-story Skilled Nursing Facilities (SNFs) and Intermediate-Care Facilities that are of wood frame construction or light steel frame construction and excluded from the definition of "Hospital Building" in the California Administrative Code (CAC) Article 2, Section 7-111.

This Expedited Building Permit Guide is made available for use at the discretion of the facility owner. HCAI (Department) does not mandate the use of the Expedited Building Permit Guide for any condition. Use of project-specific design and construction documents prepared by a California licensed design professional in lieu of using the Expedited Building Permit Guide is always acceptable, and in some cases, may be required.

This Expedited Building Permit Guide gives no consideration to suitability for use in a specific application, compatibility with other building systems, appropriate use of materials or design, appearances, etc. The facility owner and/or his/her representative shall review all such qualities, features, and/or properties to ensure compliance with the California Building Standards Code and all applicable local codes and ordinances, appropriate integration with other building systems, and proper design for the project specific conditions and installation, etc. This shall include pre-assessment for existing damage that may need to be repaired and/or corrected.

While not mandatory, HCAI recommends the facility have a California licensed architect or engineer, or a California licensed contractor assist in the review of the code compliance checklist herein below. In this manner, the facility will have a better understanding of the scope of work that may be required for a code compliant project prior to beginning the work.

The following regulations of the California Building Standards Code apply:

> *Before commencing construction or alteration of any health facility, the governing board or authority thereof shall submit an application for plan review to the Department, and shall obtain the written approval thereof by the Department describing the scope of work included and any special conditions under which approval is given (CAC, Section 7-113 (a)).*
>
> *Construction or alteration of any health facility, governed under these regulations, performed without the benefit of review, permitting, and/or observation by the Department when review, permitting and/or observation is required, and without*

the exemption by the Department provided for in Section 7-127, shall be subject to examination by the Department to assess relevant code compliance. Failure to obtain the necessary reviews and approvals prior to commencing construction will result in examination fees, in addition to application fees (CAC, Section 7-128).

TEMPORARY GENERATOR INSTALLATION

The installation of a temporary generator requires a Building Permit but may be exempt from the plan review process in accordance with Health and Safety Code (H&SC), Section 129875. Simple installation of a temporary generator in qualifying SNFs and ICFs may be exempt from plan review, if the following criteria are met:

- A point of connection has been previously installed to either supply the full building or to back up the permanent emergency generator.

This Expedited Building Permit Guide presents criteria in a checklist format for general assessment of the specific project conditions. Installation of a temporary generator without a permit is subject to an investigation fee, submittal of a project to the Department for plan review, demolition and/or rework of defective non-code complying work, etc. in accordance with the California Administrative Code, Title 24, Part 1, Section 7-128 "*Work Performed without a Permit".*

The facility owner or his/her authorized agent should review this checklist with the **HCAI Compliance Officer** to determine program eligibility, to assess the specific project conditions and determination of possible approaches to the application, review, permitting, and construction process prior to proceeding with work. Possible approaches include, but are not limited to:

> **More than Minor Work** – Not covered under this Expedited Building Permit Guide is the installation of a temporary generator where modification, repair, or remedial work is necessary to bring a system that did not comply with the code at the time it was installed into compliance with current code and/or to ensure a safe condition. The facility must involve a licensed design professional (architect and/or electrical engineer dependent upon the scope and nature of the remedial work). If this work is of sufficiently limited scope, field review by the Compliance Officer can be used under this Expedited Building Permit Guide, however more involved work will require submittal as a standard project and reviewed by the Department by the Regional Architectural & Engineering Unit.

Determination of Eligibility – Determination of eligibility and appropriate permitting process is the responsibility of the HCAI Regional Compliance Officer. Facilities are encouraged to work with their Compliance Officer prior to assuming eligibility or an approach to permitting.

Inspections – The approved Inspector of Record (IOR) must inspect the work prior to use. Interim inspection will be required when walls, ceilings or other construction materials will cover the finished work. Any deficiencies, identified through inspection, shall be corrected before use of the system is permitted. A "Certificate of Compliance" issued by the HCAI Compliance Officer is required prior to use of the connection. Responsible parties shall file Verified Compliance Reports (CAC, Section 7-151) in accordance with the requirements of the Testing, Inspection and Observation (TIO) Program (CAC, Section 7-149).

Manufacturer's Written Installation, Operating, and Maintenance Instructions – The installation shall comply with the manufacturer's written installation instructions. The installer (facility's maintenance staff/contractor) shall leave or submit to the Compliance Officer the manufacturer's installation, operating, and maintenance instructions in a location on the premises where they will be readily available for reference and guidance for the Inspector of Record (IOR), HCAI staff, service personnel, and the owner or operator.

Electrical systems shall be installed in a manner that is in accordance with the California Electrical Code (CEC), applicable standards, and the manufacturer's installation instructions. (CEC 110.3)

New Project/Building Permit Application Requirements

Step 1. Verify that the project is eligible for this program. Consultation with the HCAI Compliance Officer is recommended.

Step 2. Use the eServices Portal online application process or download and print the Expedited Building Permit Guide and complete the **Installing a Temporary Generator Code Compliance Checklist** beginning on Page 6 of this Guide and complete the **Application for New Project/Building Permit** available at the HCAI website or eServices Portal. These documents may be filled-in manually or electronically.

Step 3. Prepare a plan/sketch showing the location(s) of where the temporary generator will be installed (a reduced copy of the building floor or site plan may be used for this purpose).

Step 4. If not using the online application, print one (1) complete set of the entire package (the Expedited Building Permit Guide with completed Checklist and Applications), sign and date (where required), and mail or deliver to:

For construction in Northern California, submit to:
Department of Health Care Access and Information
Facilities Development Division
2020 West El Camino Avenue, Suite 800
Sacramento, CA 95833
(916) 440-8300 phone
(916) 274-0102 fax

For construction in Southern California, submit to:
Department of Health Care Access and Information
Facilities Development Division
355 South Grand Avenue, Suite 1900
Los Angeles, CA 90071
(213) 897-0166 phone
(213) 217-8511 fax

Upon issuance of the building permit for the project by HCAI, you may submit a construction start letter and begin installation of the equipment.

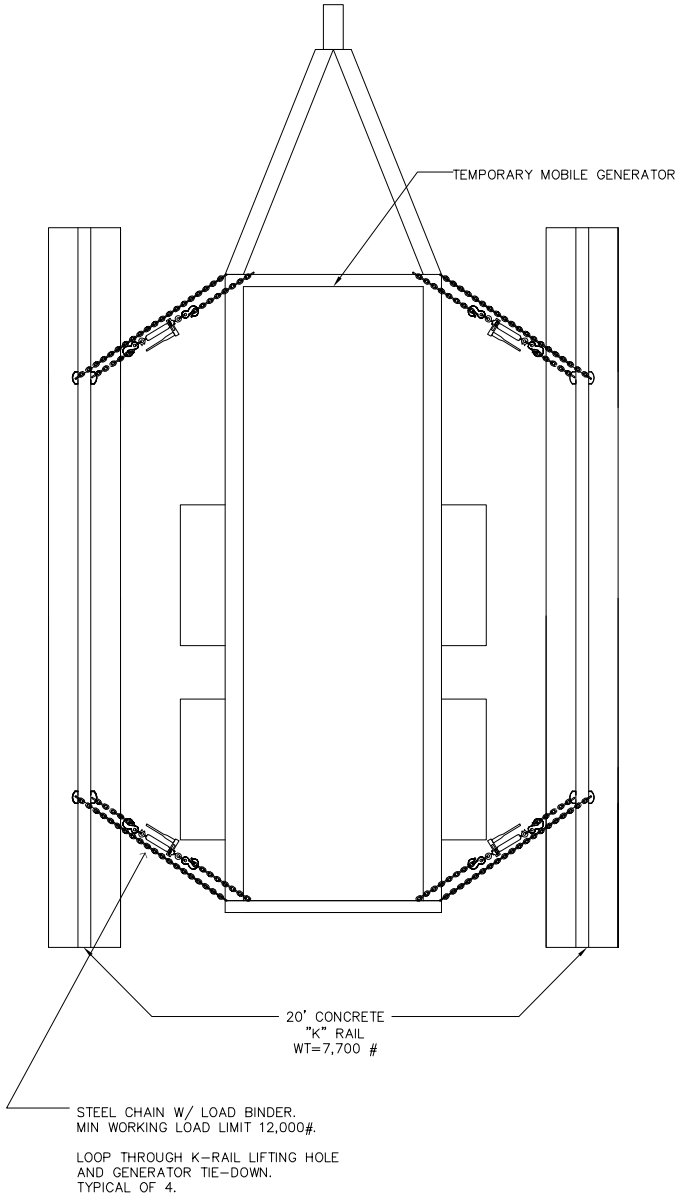
The following questions based on your answer may have requirements. These requirements will be communicated to you by the HCAI Regional Compliance Officer.

INSTALLING A TEMPORARY GENERATOR
CODE COMPLIANCE CHECKLIST

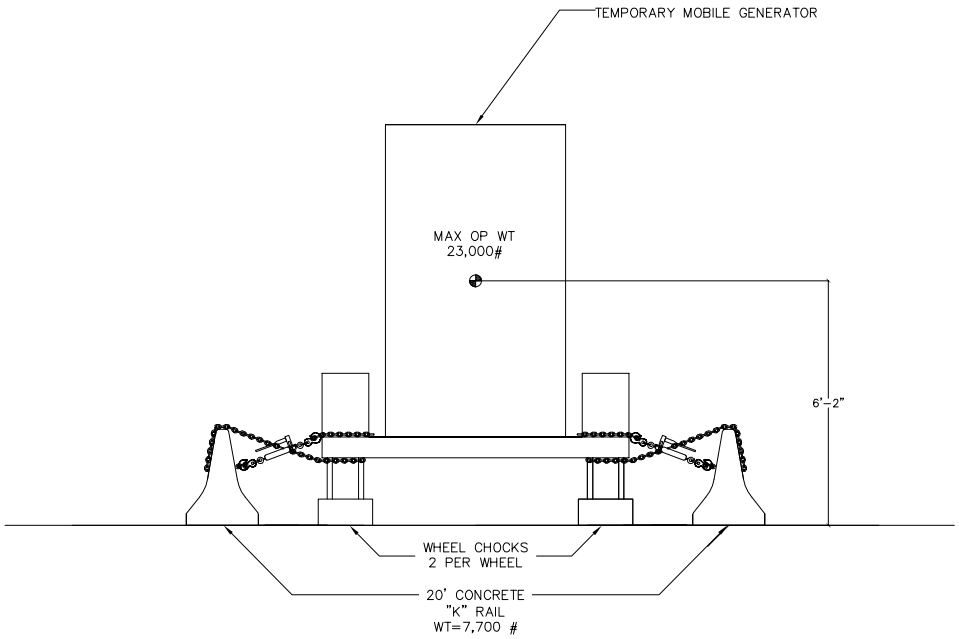
NOTE: The Compliance Officer will field verify compliance with this checklist and additional work may be required to bring the installation into code compliance if found to be deficient.

		Compliance		
		Yes	**No**	**NA**
PROJECT DESCRIPTION				
1.	Is this project for a single-story skilled nursing or intermediate care facility building of wood-frame or light steel frame construction?	❑	❑	
2.	Is this project for the installation of a temporary generator?	❑	❑	
GENERAL REQUIREMENTS				
3.	Is there an existing generator inlet connection for the temporary generator that was installed under an HCAI permit?	❑	❑	
4.	Are the requirements for the temporary generator posted at the point of connection to the building? The parameters include: 1. System voltage and configuration 2. Connection capacity 3. Minimum generator set rating (kW) 4. Phase rotation (3 phase connections only)	❑	❑	
5.	Does the temporary generator have sufficient fuel for 6 hours of operation at the posted generator set rating (CAN 2-108)?	❑	❑	
6.	A location for the temporary generator was determined at the time the building connection was installed. Does it continue to meet the following criteria? • Is outdoors at grade level (NFPA 37, CBC 442) • Not less than 5 feet from openings in walls and not less than 5 feet from structures having combustible walls (NFPA 37 4.1.4.1) • Has an exhaust location that is at least 25 feet from any outside air intakes (CMC 407.2.1) • Has ready access by a fuel truck for refueling • Is accessible for maintenance, repair and firefighting (NFPA 27 4.1.1.1) • Is protected from damage, theft and tampering • Is out of the path of building egress, vehicle traffic and fire department access lanes • Has two dedicated circuits available to supply the battery charger and jacket water heater	❑	❑	

		Compliance		
		Yes	**No**	**NA**
7.	Will the work be performed by an electrical contractor licensed in the State of California? **Note:** Workers' Compensation Insurance is required for all work.	❑	❑	
8.	Following approval by HCAI, perform the work as specified in the attached documents.			



PLAN VIEW



REAR ELEVATION

DATE	REVISION
10/12/21	FINAL

NO:

S-2

GENERATOR RESTRAINT

Final Generator Installation Test Procedure

Full Building Connection Option 1 (Single Breaker Docking Station)

1.	OSHPD Compliance Officer has been notified of the planned test.	❑
2.	Install the temporary generator as specified in the “Installation of Temporary Generator” instructions.	❑
3.	Verify the temporary generator voltage matches the building (Generator requirements are posted at the building point of connection)	❑
4.	Verify the circuit breaker at the generator docking station is in the “OPEN” position.	❑
5.	At the generator control panel, start the generator.	❑
6.	Close the generator output breaker located at the temporary generator.	❑
7.	Verify that the voltage of the service and temporary generator match. Additionally, for 3 phase installations only, verify the rotation of the service and temporary generator match.	❑
8.	Open the service disconnect switch and remove the interlock key.	❑
9.	Close the circuit breaker on the generator docking station using the interlock key.	❑
10.	Verify the generator takes the building load and there are no generator malfunctions.	❑
11.	Operate the building on the backup generator for 30 minutes. Verify there are no issues.	❑
12.	Record the following at start, 15 minutes and 30 minutes: Run Time Voltage Frequency Ampere Oil pressure Water temperature	❑
13.	Open the circuit breaker on the generator docking station and remove the interlock key.	❑
14.	Close the service disconnect switch using the interlock key.	❑
15.	Verify normal power is restored to the building.	❑

16.	Allow the generator to run for 5 minutes for cooldown.	❑
17.	Shut down the temporary generator.	❑

Final Generator Installation Test Procedure

Full Building Connection Option 2 (Dual Breaker MTS)

1.	OSHPD Compliance Officer has been notified of the planned test.	❑
2.	Install the temporary generator as specified in the “Installation of Temporary Generator” instructions.	❑
3.	Verify the temporary generator voltage matches the building (Generator requirements are posted at the building point of connection)	❑
4.	Open the GENERATOR circuit breaker on the Manual Transfer Switch (MTS)	❑
5.	Verify the UTILITY circuit breaker on the MTS is closed	❑
6	Start the generator set by using the generator control panel.	❑
7.	Close the disconnect switch / circuit breaker at the temporary generator	❑
8.	At the MTS, verify that the voltage of the normal source and temporary generator match. Additionally, for 3 phase installations only, verify the rotation of the normal source and temporary generator match.	❑
9.	Open the UTILITY circuit breaker on the MTS.	❑
10.	Close the GENERATOR circuit breaker on the MTS	❑
11.	Verify generator takes the building load and there are no generator malfunctions	❑
12.	Operate the building on the temporary generator for 30 minutes. Verify there are no issues.	❑
13.	Record the following at start, 15 minutes and 30 minutes: Run Time Voltage Frequency Amperes Oil pressure Water temperature	❑
14.	Open the GENERATOR circuit breaker on the MTS	❑
15.	Close the UTILITY circuit breaker on the MTS.	❑
16.	Verify normal power is restored to the building.	❑

17.	Allow the generator to run for 5 minutes for cooldown..	❑
18.	Shut down the temporary generator.	❑

Final Generator Installation Test Procedure

Emergency Generator Backup

1.	OSHPD Compliance Officer has been notified of the planned test.	❑
2.	Install the temporary generator as specified in the “Installation of Temporary Generator” instructions.	❑
3.	Verify the temporary generator voltage matches the building (Generator requirements are posted at the building point of connection)	❑
4.	Open the TEMPORARY circuit breaker on the Manual Transfer Switch (MTS)	❑
5.	Open the PERMANENT circuit breaker on the MTS.	❑
6	Start the temporary generator set by using the generator control panel.	❑
7.	Close the disconnect switch / circuit breaker at the temporary generator	❑
8.	At the ATS, verify that the voltage of the normal source and temporary generator match. Additionally, for 3 phase installations only, verify the rotation of the normal source and temporary generator match.	❑
9.	Open the disconnect switch / circuit breaker at the temporary generator.	❑
10.	Stop the temporary generator at the temporary generator control panel. Place temporary generator in AUTO position.	❑
11.	Let engine cool for 30 minutes.	❑
12.	Close the TEMPORARY circuit breaker on the MTS.	❑
13.	Open the breaker that supplies the normal feeder of the ATS. The temporary generator should start.	❑
14.	Record the following parameters from the time normal power is removed: Time delay – loss of power to cranking start Time delay - Cranking time Time delay - Loss of power to generator is at operating speed Time delay - Loss of power to ATS transfer (must be < 10 seconds) Time delay - Loss of power until generator is stable	❑
15.	Operate the building on the temporary generator for 30 minutes. Verify there are no issues.	❑

16.	Record the following at start, 15 minutes and 30 minutes: Run Time Voltage Frequency Ampere Oil pressure Water temperature	
17.	Close the breaker that supplies the normal feeder of the ATS.	❑
18.	Verify the ATS retransfers to normal power. Record time for time to retransfer. (must be > 5 minutes).	❑
19.	Verify normal power is restored to the emergency loads in the building	❑
20.	Verify that the temporary generator shuts down after cooldown. Record cooldown time (time from retransfer to shutdown).	❑
21.	Leave generator in automatic mode and secure the control box.	❑

Temporary Generator DE- Installation Test Procedure

Emergency Generator Backup

1.	Open the TEMPORARY circuit breaker on the Manual Transfer Switch (MTS)	❑
2.	Close the PERMANENT circuit breaker on the MTS.	❑
3.	Close the disconnect switch / circuit breaker at the permanent generator.	❑
4.	Disconnect all temporary cables between the temporary generator and MTS.	❑
5.	Place permanent generator in AUTO position.	❑
6.	Open the breaker that supplies the normal feeder of the ATS. The permanent generator should start.	❑
7.	Record the following parameters from the time normal power is removed: Time delay – loss of power to cranking start Time delay – Cranking time Time delay – Loss of power to generator is at operating speed Time delay – Loss of power to ATS transfer (must be < 10 seconds) Time delay – Loss of power until generator is stable	
8.	Operate the building on the permanent generator for 30 minutes. Verify there are no issues.	❑
9.	Record the following at start, 15 minutes and 30 minutes: Run Time Voltage Frequency Ampere Oil pressure Water temperature	
8.	Close the breaker that supplies the normal feeder of the ATS.	❑
9.	Verify the ATS retransfers to normal power. Record time for time to retransfer. (must be > 5 minutes).	❑
10.	Verify normal power is restored to the emergency loads in the building	❑
11.	Verify that the temporary generator shuts down after cooldown. Record cooldown time (time from retransfer to shutdown).	❑
12.	Leave permanent generator in automatic mode and secure the MTS control panel.	❑

Installation of Temporary Generator

		Compliance		
		Yes	**No**	**NA**
1.	The temporary generator tires are blocked.	❑	❑	
2.	The temporary generator is protected from physical damage and tampering by fencing and/or k-rails.	❑	❑	
2.	If the generator will be in place for more than 30 DAYS, it is restrained in accordance with the detail S2.	❑	❑	❑
3.	The generator output breaker is in the “OPEN” position.	❑	❑	
3.	The cables to be installed are of a type identified in CEC Table 400-4 for hard or extra-hard usage. CEC 590.4(B) One commonly used type is 4/0 Camlock Type W Cables. **Note**: Diesel locomotive (DLO) cable is commonly proposed for use as temporary conductors. Note that DLO is not a CEC recognized designation. Only cables meeting the above requirements are acceptable	❑	❑	
4.	The cables are installed such that they are protected, supported, not installed directly on the floor or ground, and are not in physical contact with each other. (CEC 590.4(H), (J)).	❑	❑	
5.	The temporary generator's battery charger and jacket/battery heater are connected to the outlets previously identified.	❑	❑	
6.	Where the generator is needed to start upon loss of the utility, the ATS start contacts are connected to the temporary generator. (This is needed only when backing up the permanent generator)	❑	❑	
7.	Where the generator is backing up the permanent emergency generator, the remote annunciator is installed in the building. (NFPA 110 5.6.6)	❑	❑	
8.	Where the generator is backing up the permanent emergency generator and the generator is a separately derived system, the two ground rods are connected to the ground bus of the temporary generator.	❑	❑	
9.	The work will be performed by an electrical contractor licensed in the State of California.	❑	❑	

OSHPD Office of Statewide Health Planning and Development

Facilities Development Division
www.oshpd.ca.gov/fdd

2020 West El Camino Avenue, Suite 800
Sacramento, CA 95833
(916) 440-8300

355 South Grand Avenue, 19th Floor
Los Angeles, California 90071
(213) 897-0166

Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

This program is prepared and submitted for an OSHPD 2 projects. OSHPD 2 projects are limited to construction and remodel projects for, skilled nursing facilities and/or intermediate-care facilities of Type V, wood or light steel-frame construction.

SECTION A		PROJECT INFORMATION	
Facility #:	**Facility Name:**	**Project #:**	**Sub #:**
Street Address:			
City:	**County:**		
Record Name (Scope of Project):	Temporary Generator Installation		

Abbreviations:

CAC: California Administrative Code	AAMA: American Architectural Manufacturers Association
CBC: California Building Code	NFPA: National Fire Protection Association
CEC: California Electrical Code	FM: FM Approval Standards
CMC: California Mechanical Code	DPOR: Design Professional of Record

Version: R03.7.2

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Sacramento, CA 95833
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Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

SECTION B

NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by OSHPD prior to proceeding with the related work.

Facility #:	Facility Name:	Project #:	Sub #:

DURING CONSTRUCTION DOCUMENT				DURING CONSTRUCTION		
Index #	REQUIRED (Select)	TESTS		RESPONSIBLE APPROVED AGENCY AND/OR INDIVIDUAL	COMPLIANCE VERIFICATION BY IOR (Initial/Date)	OSHPD/FDD USE (Initial/Date)
ELECTRICAL TESTS						
B-E20	X	Final Test Procedure				CO:

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Sacramento, CA 95833
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Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

SECTION C			NOTE: Approved agencies, individuals, and all changes to the TIO program shall be identified, evaluated by the DPOR and approved by OSHPD prior to proceeding with the related work.		
Facility #:	Facility Name:		Project #:		Sub #:
DURING CONSTRUCTION DOCUMENT SUBMITTAL			DURING CONSTRUCTION		
Index #	REQUIRED (Select)	ON-SITE SPECIAL INSPECTIONS	RESPONSIBLE APPROVED AGENCY AND/OR INDIVIDUAL (IDENTIFY SPECIAL INSPECTOR)	COMPLIANCE VERIFICATION BY IOR (Initial/Date)	OSHPD/FDD USE (Initial/Date)

OSHPD Office of Statewide Health Planning and Development

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Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

SECTION E			REQUIRED COMPLIANCE FORMS		
Facility #:		Facility Name:	Project #:		Sub #:
DURING CONSTRUCTION DOCUMENT SUBMITTAL			DURING CONSTRUCTION		
FORM #	REQUIRED (Select)	DOCUMENT NAME	RESPONSIBLE DESIGNER OR INSTALLING CONTRACTOR	COMPLIANCE VERIFICATION BY IOR (Initial/Date)	OSHPD/FDD USE (Initial/Date)

OSHPD Office of Statewide Health Planning and Development

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Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

SECTION F — CONSTRUCTION VERIFICATION

Facility #:	Facility Name:	Project #:	Sub #:

VERIFIED CONSTRUCTION INSPECTION AND OBSERVATION REPORTING

REFERENCE NUMBER	PROJECT MILESTONE OR INTERVAL	VERIFIED COMPLIANCE REPORT REQUIRED AS INDICATED (Form OSH-FD-123) (See "PERSONAL KNOWLEDGE" as defined in California Administrative Code, Section 7-151)										FOR OSHPD USE ONLY
		GEOR	AOR	SEOR	MEOR	EEOR	CONT	IOR	SP INSP	TEST LAB		OSHPD FDD
	Substantial Compliance (Remodel, Renovations, Maintenance projects, Equipment Replacement)											
	Certificate of Occupancy (New Buildings, Additions, Changes in Occupancy)											
	Construction Final						X	X				

ABBREVIATIONS:

GEOR - Geotechnical Engineer of Record
AOR - Architect of Record
SEOR - Structural Engineer of Record
MEOR - Mechanical Engineer of Record
EEOR - Electrical Engineer of Record
CONT O/B - Contractor or Owner/Builder
SP. INSP - Special Inspector
IOR - Inspector of Record
Test Lab – Engr. For the approved agency

OSHPD Office of Statewide Health Planning and Development

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Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

SECTION G	Inspector of Record (IOR) Responsibility		
Facility #:	Facility Name:	Project #:	Sub #:

This Section only required when more than one IOR will share responsibility on the project.

INSPECTOR OF RECORD RESPONSIBILITIES. Per CAC 7-145: "The Inspector shall have personal knowledge, obtained by continuous inspection of all work of construction in all stages of its progress to ensure that the work is in accordance with the approved construction documents." This includes applicable Codes, Referenced Standards, Listings and Manufacturer's Installation Instructions applicable to the work shown in the approved construction documents. If a project has more than one inspector of record, the distribution of responsibilities for the work shall be clearly identified for each IOR per CAC 7-141(f). One IOR shall be designated as the 'lead' IOR per CAC 7-144(b). One IOR shall be assigned responsibility for "all other work" to make sure responsibility for the inspection of every part of the work is assigned.

INSPECTOR OF RECORD CAC 7-141, 7-145 & 7-151	SCOPE OF INSPECTION	PERFORMED OFF-SITE

OSHPD Office of Statewide Health Planning and Development

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Testing, Inspection and Observation Program

2019 California Building Standards Code – OSHPD 2

SECTION H — PLAN REVIEW APPROVAL

Facility #:	Facility Name:	Project #:	Sub #:

NOTE: When a structural engineer has been delegated responsibility for a portion of this project his or her signature is also required. For testing, Inspection and Observation Program Instructions visit: https://oshpd.ca.gov/construction-finance/resources/forms-applications-reminder-lists/#TIO

Submitted By

I have reviewed the approved construction documents for this project and all tests and special inspections required by Code are marked as "required" on this form.

Architect/Engineer of Record (Print Name)	Architect/Engineer of Record (Signature)	Date

Structural Engineer of Record (Print Name)	Structural Engineer of Record (Signature)	Date

FOR OSHPD USE

OSHPD Plan Approval:

Signature _____ Date _____

☐ **APPROVED** ☐ **APPROVED WITH COMMENTS** ☐ **DENIED**

Comments (If AC or D is checked the following comments shall be resolved by the designer prior to proceeding with the related construction)**:**