

**OSHPD**



# **FREER MANUAL**

***FOR  
GENERAL ACUTE CARE  
HOSPITALS, PSYCHIATRIC  
HOSPITALS, SKILLED  
NURSING FACILITIES &  
INTERMEDIATE CARE  
FACILITIES***

**A Guide for Field  
Reviewed Projects,  
Projects Exempt from  
OSHPD Plan Review,  
OSHPD Permit  
(Excluded) & Expedited  
Review Projects**

## **ACKNOWLEDGMENTS**

To the Regional Compliance Officers for their generous contributions directly or indirectly in support of this project. To all of the clients and customers who frequent this office and offer their ideas and suggestions.

Gordon Oakley  
Deputy Division Chief

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## THE FREER MANUAL

This manual is formatted to assist users in understanding and obtaining necessary clearances, plan approvals and building permits from the Office of Statewide Health Planning and Development, Facilities Development Division (OSHPD/FDD) for projects that are classified as "Field Reviewed", "Exempt" from OSHPD plan review, OSHPD permit "Excluded" and "Expedited" review projects.

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## SECTION I: STATUTORY AUTHORITY

This manual has been developed pursuant to the provisions of Health and Safety Code Section 129875 which permits the Office of Statewide Health Planning and Development to develop and set forth criteria to expedite or exempt from the plan review process certain projects undertaken by general acute care hospitals, psychiatric hospitals, skilled nursing facilities and intermediate care facilities. Section 129875 reads:

129875. Construction or alterations of buildings specified in paragraphs (2) and (3) of subdivision (b) of Section 129725 shall conform to the latest edition of the California Building Standards Code. The office shall independently review and inspect these buildings. For purposes of this section, "construction or alteration" includes the conversion of a building to a purpose specified in paragraphs (2) and (3) of subdivision (b) of Section 129725. Any construction or alteration of any building subject to this section shall be exempt from any plan review and approval or construction inspection requirement of any city or county.

The office may also exempt from the plan review process or expedite those projects undertaken by an applicant for a hospital building that the office determines do not materially alter the mechanical, electrical, architectural, or structural integrity of the facility. The office shall set forth criteria to expedite projects or to implement any exemptions made pursuant to this paragraph.

The Legislature recognizes the relative safety of single story, wood frame, and light steel frame construction for use in housing patients requiring skilled nursing and intermediate care services and it is, therefore, the intent of the Legislature to provide for reasonable flexibility in seismic safety standards for these structures. The office shall be reasonably flexible in the application of seismic standards for other buildings by allowing incidental and minor nonstructural additions or nonstructural alterations to be accomplished with simplified written approval procedures as established by the office, with the advice of the Division of the State Architect and the Office of the State Fire Marshal.

The office shall implement, and modify as necessary, criteria, to exempt from the plan review process or expedite those projects for alterations of hospital buildings, and for those specified in paragraphs (2) and (3) of subdivision (b) of Section 129725 that may include, but are not limited to, renovations, remodeling, or installations of necessary equipment such as hot water heaters, air-conditioning units, dishwashers, laundry equipment, handrails, lights, television brackets, small emergency generators (up to 25 kilowatts), storage shelves, and similar plant operations equipment; and decorative materials such as wall coverings, floor coverings, and paint.

The office shall include provisions for onsite field approvals by available office construction advisers and the preapproval of projects that comply with the requirements for which the office has developed standard architectural or engineering detail, or both standard architectural and engineering detail.

## SECTION II: FREER PROJECT TYPES

Many construction/alteration projects at health care facilities are minor in nature. OSHPD has developed the FREER manual as a guideline for Field Reviewed, Exempt from OSHPD plan review, or Expedited Review of these minor projects.

**Excluded Projects (E)** For the purposes of the FREER manual, Excluded Projects consist of minor work that may be exempt from OSHPD plan review, OSHPD building permit, and payment of any fees to OSHPD. Depending upon the scope of work, Excluded projects may be subject to review and permitting by the local authority having jurisdiction. Prior to commencing the work, OSHPD field staff shall be consulted to confirm that the work qualifies as an excluded project. Refer to the portions of CBC Section 105.2 adopted under OSHPD 1, 2, 3 & 4. Failure to receive OSHPD confirmation prior to work being performed may trigger a complete plan review submission to the Office and citation for working without permits. Refer to Section 7-128 of the California Administrative Code (CAC).

**Field Reviewed Projects (FR)** are projects that are reviewed in the field by OSHPD field staff. In order to be eligible for field review, the project must be simple enough to be reviewed by OSHPD staff within the amount of time permitted by the program. The FREER Project Guide Table (see Section X in this manual) shows the kinds of projects that are eligible for field review. For projects not shown in the table, contact the Regional Compliance Officer to discuss your options. To be eligible for field review, an application for plan review for the project shall be on file with the Office. This can be done electronically through the Electronic Services Portal (eSP) <http://oshpd.ca.gov/fdd/eServices/> or by submitting the required documents to the OSHPD regional office serving your facility. Application for FR projects must be received in advance by the Office and be accepted for field review, prior to the site visit by the field staff. In some cases a split review, where a portion of the review is performed in the Office, may be permitted.

**Expedited Review Projects (ER)** consist of work, that while minor in nature, do not qualify for a field review (FR) project status. These projects are reviewed in the Office with a target turnaround time of 30 calendar days for first reviews and 15 days for back checks.

Each of these FREER project types is discussed in greater detail in this manual.

The FREER manual is not intended to cover every possible situation. All FREER projects shall be discussed with the OSHPD Compliance Officer (CO) prior to starting construction. The CO will

verify that the project is eligible for the FREER program, and determine which FREER options are available. With the exception of excluded projects, FREER projects require a building permit. If the CO determines that the scope of the project is unsuitable for field review it shall be submitted by the client to OSHPD for processing. In some cases, split reviews are acceptable; the FREER project may be referred to the Office to have portions of the review completed. If there is doubt whether a project qualifies for field review, the CO will discuss the project with the Regional Compliance Officer (RCO). Projects outside the scope of the FREER manual may be field reviewed with the approval of the RCO.



## SECTION III: HOW TO USE THIS MANUAL

The manual includes the following Sections:

**Definitions** - The definitions section will assist the user in recognizing and identifying various acronyms and terms generally used in the manual. Other definitions may also be found in the California Building Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and California Fire Code.

**How-To Sections** - The How-To Sections of the manual will answer the majority of questions asked about OSHPD's plan review, plan approval, building permit issuance procedures and obtaining codes.

**FREER Project Guide Table** - The FREER Project Guide Table (Section X) describes the scope of a variety of different project types that may be eligible for a FREER. It also includes specific items to consider as well as an indication of how the project will likely be processed. The FREER Project Guide Table lists categories of projects determined by OSHPD to be either field review (FR), excluded projects (E) and expedite review (ER). The Project Guide Table also assists users and OSHPD on what is the expected action to be taken for projects. The right hand column of the guide offers the user further directions, references to code sections, details, criteria, cautions, and exceptions.

**Criteria** - The Criteria sections (Section XI) offers more specific guidance on certain types of projects. Criteria to consider in design are also offered if it is necessary to submit drawings and calculations.

Separate companion documents to the Freer Manual, which include Standard Details are available on the OSHPD web site at <http://oshpd.ca.gov/fdd/> . They provide standard details for partition walls, casework, and suspended ceilings the user may copy and use as part of plans submitted to the Office for approval. See Policy Intent Notice (PIN) 51 for information on incorporating standard details in your field review and expedited review projects. Visit the OSHPD website at <http://www.oshpd.ca.gov/FDD/Pre-Approval/> to see lists of other items that have anchorage preapproval (OPM), a voluntary program for review and preapproval of seismic design of supports and attachments for nonstructural components. Use of preapproved details may expedite the review of your project.

OSHPD/FDD has published Code Application Notice (CAN) 2-102.6 which covers remodel projects. CAN 2-102.6 provides owners, designers and OSHPD staff with a consistent method for planning, reviewing and implementing projects on existing buildings and systems, and identifying remodel work that will require compliance with current building standards.

If there is uncertainty about whether your planned project is under the jurisdiction of OSHPD, refer to CAN 1-7-103. This CAN clarifies the jurisdictional boundaries between construction and site improvements under OSHPD authority and those under local authorities.

To perform a FREER project, the following steps are recommended:

- Determine the scope of the project.
- Use the FREER Project Guide Table (Section X) to determine which of the three options for minor projects - field reviewed (FR), excluded projects (E) and expedited review (ER) – may be appropriate.
- Discuss the project with the OSHPD Compliance Officer (CO) prior to starting construction. The CO will verify that the project is eligible for the FREER program, and determine which FREER options are available.
- If the project requires a building permit, determine the type of permit to be used. FREER projects can usually be performed under an Annual Building Permit, which allows the facility to perform multiple projects up to a fixed limit of construction value. Information on obtaining a Building Permit is found in Section V.
- For projects requiring a field or office review, prepare the necessary design documents and get them reviewed and approved by OSHPD. Section VI describes how to obtain a plan review for projects under an Annual Building Permit.
- Start Construction (Section VII).
- Upon completion of the work, close the project with OSHPD (Section VIII).

## SECTION IV: DEFINITIONS

**ACD:** Amended Construction Document is the instrument through which changes or alterations of the approved construction documents are made. These are prepared by the design professional of responsible charge.

**Building Permits:** A building permit is a document issued by OSHPD which authorizes performance of construction or repair activity. There are several different types of building permits. They are discussed in greater detail in Section V.

**Annual Building Permit:** A permit issued annually for all projects undertaken up to an accumulative total construction cost of \$25,000 for skilled nursing and intermediate care facilities (\$50,000 for acute care facilities). Permits are issued for a 12 month period, and are valid from July 1 to June 30 of each year. Projects must be reviewed and approved prior to commencement of construction. See Section V(a).

**Standard Building Permit:** A permit issued using the normal OSHPD/FDD plan review and approval processes. Projects of any construction value can be issued a standard building permit valid for the total period of time the project is under construction. Projects must be reviewed and approved prior to commencement of construction, either using field review or submittal of design documents to the Office. See Section V(b)

**SB1838 Building Permit:** A permit for projects of limited scope less than \$50,000 in construction value (excluding fixed equipment costs). These projects are not subject to plan review but shall be submitted to the office for processing in accordance with PIN 36. Code compliance is verified in the field by OSHPD/FDD staff. See Section V(c).

**AB2632 Building Permit:** A permit that allows facilities to perform some maintenance and repair work without plan approval. The scope of these permits is strictly limited. See Section V(d).

**CAC:** California Administrative Code, California Code of Regulations, Title 24, Part I. CAC as it applies to this manual is in reference to the 2013 edition.

**CAN:** Code Application Notice. A document published by OSHPD/FDD that provides additional information on the proper application of a specific code section. Refer to: <http://oshpd.ca.gov/fdd/Regulations/index.html>

**CBC:** California Building Code; the State's adoption of the International Building Code with State amendments. CBC as it applies to this manual is in reference to the 2013 edition.

**CCR:** California Code of Regulations, the codification of the general and permanent rules and regulations of the State of California. CCR as it applies to this manual is in reference to the 2013 edition.

**CBSC:** California Building Standards Code; the State's entire adopted code i.e. the CBC, CEC, CMC, CPC and any other adopted building code or standard. Commonly referred to as Title 24. CBSC as it applies to this manual is in reference to the 2013 edition.

**CEC:** California Electrical Code; the State's adoption of the National Electrical Code with State Amendments. CEC as it applies to this manual is in reference to the 2013 edition.

**CFC:** California Fire Code; the State's adoption of the International Fire Code with State amendments. CFC as it applies to this manual is in reference to the 2013 edition.

**CMC:** California Mechanical Code; the State's adoption of the Uniform Mechanical Code with State amendments. CMC as it applies to this manual is in reference to the 2013 edition.

**CO:** The OSHPD Compliance Officer, assigned to a given geographical location.

**CPC:** California Plumbing Code; the State's adoption of the Uniform Plumbing Code with State amendments. CPC as it applies to this manual is in reference to the 2013 edition.

**DSE:** OSHPD District Structural Engineer, assigned to a given geographical location.

**eSP:** Electronic Services Portal – OSHPD/FDD's Internet based project tracking data base program found at <https://eserv.oshpd.ca.gov/CitizenAccess>

**Excluded Project:** Construction projects where:

- OSHPD/FDD may or may not have authority over the project, based on confirmation by field staff.
- There is no requirement to submit plans for review, apply for a building permit, or pay any fees to OSHPD.

See Section V(e).

Excluded projects also include projects where all facets of the work are under the jurisdiction of the local authority. See CAN 1-7-103.

*The OSHPD field staff shall be consulted regarding the work that is being proposed, to confirm that the work can be excluded from plan review and permitting requirements.* See Section VI.

**Exempt from Review** – Projects exempt from plan review prior to start of construction. A permit is still required. See criteria in Section V for SB1838 projects, and Policy Intent Notice 36 for additional information.

**Expedited Review** – an accelerated review conducted in the office for projects of limited scope and complexity. To be eligible for expedited review, the estimated review effort for each plan review discipline must be less than 2 hours.

**Field Confirmation:** The "field confirmation" is a field process performed by the field staff in conjunction with other OSHPD staff. The process is intended to guide and assist owners and operators of facilities in determining the classification of projects. The process also provides owners and operators with a written confirmation that the project is a lawful undertaking in compliance with laws and regulations.

**Field Review:** Projects that are reviewed entirely in the field by the OSHPD field staff. See also Split Reviews.

**FLSO:** OSHPD Fire Life Safety Officer, assigned to a given geographical location.

**HEALTH FACILITY:** means any health facility licensed pursuant to Section 1250 of the Health and Safety Code under the jurisdiction of the Office. See Title 24, Part 1, Section 7-11.

**HOSPITAL BUILDING** means any building used for a health facility of a type required to be licensed pursuant to Section 1250 of the Health and Safety Code. (Please note that a Skilled Nursing Facility or Intermediate Care Facility of single story, wood frame or light steel frame construction is not considered a hospital building. See Title 24, Part 1, Section 7-11 for further information).

**HVAC:** Heating Ventilation and Air Conditioning System

**ICF:** Intermediate Care Facility, which is a health facility that provides the following basic services: 24-hour care to residents who have a recurring need for skilled nursing supervision and need supportive care, but who do not require availability of continuous skilled nursing care.

**IOR: HOSPITAL INSPECTOR OF RECORD** means an individual who is:

- (a) An OSHPD certified Hospital Inspector, pursuant to the provisions of Title 24, Part 1 and
- (b) Employed by the hospital governing board or authority and
- (c) Approved by the architect and/or engineer in responsible charge and the Office as being satisfactory to inspect a specified construction project.

**NFPA:** National Fire Protection Association.

**OPM:** The OSHPD Preapproval of Manufacturer's Certification is a voluntary program for review and preapproval of seismic design of supports and attachments for nonstructural components.  
<http://oshpd.ca.gov/fdd/Pre-Approval/index.html>

**OPD:** OSHPD Pre-Approved Details. <http://oshpd.ca.gov/fdd/Pre-Approval/index.html>

**OSHPD:** Office of Statewide Health Planning and Development

**OSP:** OSHPD Special Seismic Certification Preapproval is a voluntary program for review and preapproval of Special Seismic Certifications equipment.  
<http://oshpd.ca.gov/fdd/Pre-Approval/index.html>

**PAD:** Post approval document

**SMACNA:** The Sheet Metal and Air Conditioning Contractors National Association, Inc.

**SNF:** Skilled Nursing Facility, which is a health facility that provides the following basic services: skilled nursing care and supportive care to patients whose primary need is for availability of skilled nursing care on an extended basis.

**Split Reviews:** Split Reviews are projects where a portion of the review is done in the field, and some done in the office. See Section VI.

**SUB-OFFICE:** A location outside of Sacramento or Los Angeles where OSHPD/FDD staff are available for consultation and plan review on a scheduled basis.

**TIO:** Testing, Inspection & Observation program.  
[http://oshpd.ca.gov/FDD/Plan\\_Review/TIO.html#TIO](http://oshpd.ca.gov/FDD/Plan_Review/TIO.html#TIO)

## SECTION V: HOW TO OBTAIN A BUILDING PERMIT

Before commencing construction or alteration of any health facility, the governing board or authority thereof shall submit an application for plan review to the Office, and shall obtain the written approval thereof by the Office describing the scope of work included and any special conditions under which approval is given (CAC, Section 7-113(a)). 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).

OSHPD offers several different building permit options. The best choice for your project will depend on the scope and complexity of the work and the cost of construction. In this Section, the different building permit types are described, along with basic information on how to obtain a permit.

### (a) Annual Building Permits

The law permits OSHPD to issue annual permits for all projects undertaken at a single facility, up to a cumulative total construction cost of \$25,000 for skilled nursing facilities and \$50,000 for acute care facilities. A flat fee of \$250 for skilled nursing and intermediate care facilities and \$500 for acute care facilities is charged for an Annual Building Permit. If the cumulative value of construction exceeds the dollar limit, OSHPD will charge an additional fee of \$250 and assess all work performed at the 1.5% rate as provided by law and regulation for SNF's and 1.64% for hospitals. **The main advantage of performing work under an Annual Building Permit is that the fees are reduced. For each project performed under an Annual Building Permit, you must still file an application for plan approval, obtain the necessary reviews, and get a building permit issued.**

Master annual building permits are issued for a fiscal year (July 1 to June 30) and are valid for a maximum period of 12 months, beginning July 1. It is suggested that owners or operators of facilities obtain a master annual permit on or shortly after July 1 of each year if any minor work is anticipated during the following months. The permits expire on June 30 of each year. A project can be initiated under an annual permit on and up to the expiration date, provided the cumulative construction value of projects under the annual permit does not exceed the values noted above. Therefore, the longer the period the permit is valid the more projects may be applied to the permit. Any project approvals granted through the annual permit are valid for a period of one year from date of issue.

Obtaining an annual permit will also assist the Compliance Officer in administering and approving projects which are classified as "field review". When an annual permit is already

issued and available at a facility, the Compliance Officer need only process and approve the application, drawings, and Inspector Of Record application to allow work specific to the project to begin.

To obtain the Master Annual Building Permit the facility must submit an application for Annual Building Permit Form to OSHPD/FDD. All required Application Forms can be obtained from the OSHPD/FDD web site, or by requesting them from OSHPD/FDD: [www.oshpd.ca.gov/fdd/](http://www.oshpd.ca.gov/fdd/)

***For construction in Northern California, contact:***

Office of Statewide Health Planning and Development  
Facilities Development Division  
400 R Street, Suite 200  
Sacramento, CA 95811

(916) 440-8300 phone  
(916) 324-9188 fax

***For construction in Southern California, contact:***

Office of Statewide Health Planning and Development  
Facilities Development Division  
700 North Alameda Street, Suite 2-500  
Los Angeles, CA 90012

(213) 897-0166 phone  
(213) 897-0168 fax

After the Master Annual Building Permit is obtained, each project to be plan reviewed and permitted under the Master Annual Building Permit Number has its' own **APPLICATION FOR NEW PROJECT** form, submitted to OSHPD/FDD. The project "Type" must be designated as "Annual Building Permit".

No construction project under the Master Annual Building Permit can begin until the health facility has applied for and obtained from the Office:

1. Written approval of the construction documents.
2. A building permit.
3. Written approval of the testing, inspection and observation program.
4. Written approval of the inspector of record for the project,  
(Part1, Title 24, Section 7-135).



**(b) Standard Building Permit -**

Projects of any construction value can be issued a standard building permit valid for the total period of time the project is under construction. There is no predetermined expiration date; however, in most cases the permit will expire one year after the date of plan approval if construction has not started or if work has been suspended for one year. To obtain a standard building permit, construction documents and an application for plan review must be submitted to OSHPD. Once the construction documents are approved, an application for a standard building permit must be filed. Information on applying for plan review and obtaining a standard building permit may be found at: [www.oshpd.ca.gov/fdd/](http://www.oshpd.ca.gov/fdd/)

**(c) SB1838 Building Permit**

Senate Bill 1838 provided for a special type of project that allows exemption from the OSHPD plan review process if certain criteria are met. SB 1838 projects are limited to \$50,000 in construction value and may have fixed equipment costs in addition to that amount. These projects shall be submitted to the Office for processing in accordance with Policy Intent Notice No. 36. For information, see: <http://oshpd.ca.gov/FDD/Regulations/PINs/36.pdf>

**(d) AB2632 Building Permit**

Assembly Bill 2632 authorizes specified hospitals, skilled nursing facilities and intermediate care facilities to perform some maintenance and repair work without plan approval by OSHPD. Only single-story health facilities of wood or light steel frame construction are eligible. The AB2632 expedited procedure applies only to alterations that are designed to restore health facilities to normal operational status, that are necessary to repair systems or equipment, or that are undertaken for routine maintenance purposes. Examples of such repair or maintenance projects might include replacement of hot water heaters, dishwashers, handrails, lights, and finish materials. Except for the provisions in the bill for expedited permitting, these construction projects must still conform to the provisions of the latest California Building Standards Code. Contact the CO if you believe that your project may be eligible for an AB2632 Building Permit.

**(e) Excluded Project:** In the FREER manual, the terms "exclude" or "excluded" as applied to construction projects under OSHPD/FDD jurisdiction means there is no requirement to submit plans for OSHPD review, apply for an OSHPD building permit, or pay any fees to OSHPD.

However, field staff shall be consulted prior to commencing the work, to confirm in the field that the work is eligible for exclusion from plan review and building permit requirements as

provided under the adopted portions of CBC Section 105.2 and/or as specified in this Manual. Failure to receive OSHPD field confirmation prior to work being performed shall result in the requirement for a complete plan review submission to OSHPD, and the facility shall be cited for performing work without a permit as provided under Section 7-128 in the California Administrative Code (CAC).

**(f) Temporary Equipment:** Installation of temporary equipment may be necessary to accommodate replacement or maintenance of existing equipment. Refer to CAN 2-108 (formerly CAN 2-3403A) Temporary Systems, utilities, equipment, etc.

## SECTION VI: HOW TO INITIATE A FREER PLAN REVIEW

To initiate a FREER, the project plans and specifications for the construction project and an APPLICATION FOR NEW PROJECT form must be submitted to OSHPD. This can be done electronically through the Electronic Services Portal (eSP) (<http://oshpd.ca.gov/fdd/eServices/>) or by submitting the required documents to the OSHPD regional office serving your facility.

All new projects that require Office review and have estimated construction costs less than \$175,000 may be eligible for the Rapid Review Unit (RRU). This Unit was created to provide expedient review times for qualified projects not involving unusual complexity. All RRU project reviews will receive a turn-around time of 15 business days. For the purpose of determining Rapid Review Unit eligibility, the estimated construction cost excludes imaging equipment costs, design fees, inspection fees, offsite improvements, and fixed equipment costs including but not limited to sterilizers, chillers, and boilers). For projects with estimated construction costs between \$100,000 and 175,000, eligibility for RRU depends on workload of the unit. For additional information on the RRU program, visit:

[http://oshpd.ca.gov/FDD/Plan\\_Review/RapidReview.html](http://oshpd.ca.gov/FDD/Plan_Review/RapidReview.html)

The APPLICATION FOR NEW PROJECT form is required for all FREER application submittals and is to be accompanied by:

- The final construction documents two (2) copies for paper submittals),
- Testing, Inspection, and Observation (TIO) Program form.

Any required supplementary information for the proposed construction project shall accompany the Application for New Project form, whether the proposed FREER project documents are Office or Field Plan Reviewed. Electronic document submittal and plan review is required for all RRU projects. Paper submittals of projects will be processed as standard or expedite reviews. Plans/drawings size shall not exceed 36 × 48 inches, and bundled sets of plans/drawings shall not exceed 40 lbs. in weight. Projects that require Geotechnical or Preliminary plan reviews are not eligible for FREER reviews. Deferred Items are not permitted on FREER projects.

Final construction documents shall be submitted in accordance with Section 107, Part 2, Title 24. Final construction documents that are incomplete shall be returned to the applicant for completion prior to acceptance by the Office or field staff for plan review.

Local government entity approvals or clearances shall be furnished to the OSHPD, when applicable, prior to approval of the final construction documents by the OSHPD.

The review of construction documents under the Master Annual Building Permit will not take place unless a Master Annual Permit has been issued.

FREER projects shall be submitted to OSHPD/FDD field staff by scheduling a FREER field plan review appointment with the required field staff.

See California Administrative Code (CAC) Part 1, Title 24, Chapter 7, Article 3 for additional information.

## SECTION VII: FIELD PLAN REVIEW OF FREER PROJECTS

### Scope of Projects:

Field staff shall review all project types listed in the FREER Project Guide Table (see Section X). Projects submitted under the FREER process that are outside of the scope of the project types listed in the FREER Project Guide Table, shall require approval of the Regional Compliance Officer prior to field review. When it is determined that the scope of the project is unsuitable for field review it shall be submitted to the Office for review and approval.

- 1) All applications for new projects for field review must be sent to the Office a minimum of **five** business days **prior** to the scheduled field visit. This can be done electronically through the Electronic Services Portal (eSP) <http://oshpd.ca.gov/fdd/eServices/> or by submitting the required documents to the OSHPD regional office serving your facility. Submittal of the forms may also be done via email to the region's Program Technician. The Program Technician will assign the project number and provide that information to the project design professional.
- 2) The design professional shall place the project number on all required documents and plans prior to presenting the documents to the field staff for plan review.
- 3) The Design Professional shall then confirm the field plan review appointment with the assigned field staff.
- 4) At the field plan review appointment the first field staff reviewer will place a triage stamp on the plans and required documents/forms.
- 5) Result of Triage (each discipline). The plans or documents will be returned to the Designer if they are incomplete. If some of the review is going to be referred to the Office, a split review will be performed. A split review is usually started in the field. Field Staff are required to place the Triage Stamp on the first drawing sheet and application or PAD form. If the review requires additional discipline reviews from either the Sacramento or Los Angeles Office, then staff will mark the box "refer", by those appropriate disciplines.
- 6) The Office may also do a partial review for some or all disciplines and need assistance verifying conditions on the job site or coordinating with the local Fire Inspector, and they may also mark "Refer" on the plans, and send the package to the field for completed review.

- 7) If it is determined that the scope of the project is unsuitable for field review, it will be submitted to the Office Plan Review Section or the Rapid review Unit, if eligible (see Section VI).
- 8) Field staff will review the plans for compliance with the applicable requirements of CCR, Titles 19 and 24 (CBSC).
- 9) Projects that involve fire and life safety issues will also be reviewed by the field FLSO. Field review projects generally do not involve primary structural considerations. However, if incidental structural issues are involved, the CO will contact the District Structural Engineer (DSE) for assistance in review/approval.
- 10) A copy of any applicable OPA must be on the job site before construction is started. It is the Design Professional/Plan Preparer's responsibility to deliver a copy of these details to both the Contractor and the IOR at the job site.
- 11) Note that OSHPD Standard Details must be incorporated into the approved drawings (references alone to the OPD are not acceptable). The use of OSHPD Standard Details does not exclude a project from OSHPD/FDD plan review, building permit, construction observation or compliance with all applicable codes and regulations.
- 12) Project construction must be executed in strict accordance with the referenced OPA and/or Standard Detail(s). Differences in construction shall require submittal of new/revised detail(s) for review and approval.
- 13) Field Approval of the plans. The last field staff plan reviewer will approve the construction documents or "Remark" them if they are being returned for corrections. Note that Field review approvals are "pending" when the construction documents are being approved or approved with comments until a record set of the approved construction documents are received in the Office.
- 14) The field staff will stamp and sign the construction documents; the OSHPD Record Set of construction documents, and the copy to be distributed to the Design Professional for project distribution with the triage stamp. The triage stamp on the Record Set should be signed by each discipline in the course of executing field plan review of the project.
- 15) Field Staff will issue a Field Operations Project Approval Letter for all field reviews. The Project Approval letter constitutes written approval of the construction documents; however, in accordance with Section 7-129(b)2, Part 1, Title 24, this application shall become void if a set of the stamped construction documents are not submitted to the Office within 45 calendar days after the date shown on the approval stamp by the Office.

## SECTION VIII: HOW TO START CONSTRUCTION

Prior to the start of construction, the following must occur:

- Plans and specifications have been reviewed and stamped approved by OSHPD/FDD.
- One copy of the stamped approved drawings and specifications has been received by the appropriate OSHPD/FDD office.
- A building permit has been issued for the project.
- The facility must retain an OSHPD approved Inspector of Record (IOR) to monitor construction activities.

To obtain a building permit, submit the following information to the CO or to the Office:

- An Application for Inspector of Record by OSHPD/FDD for the project. (Form OSH-FD-124\_Application for Inspector of Record). This form requests that an individual currently holding OSHPD IOR certification be approved for the project.
- The licensed contractor, workers' compensation and/or owner-builder declarations are filed with OSHPD/FDD with the Building Permit application.
- An application for a Building Permit, OSHPD/FDD (OSH-FD-302\_Application for Building Permit)
- The approved Testing, Inspection and Observation form (that was reviewed during the plan review) must be submitted with the building permit application.

Once the permit is issued and construction is ready to start, submit a Notice of Start of Construction (Form OSH-FDD-801), which informs OSHPD that work on the project is commencing.

Construction may now start.

## SECTION IX: HOW TO CLOSE A CONSTRUCTION PROJECT (All Permits)

Approval by OSHPD is often assumed to be the end of the journey. Before OSHPD will log a project as being Closed With Compliance (CLSD) the following needs to occur:

- OSHPD will schedule a final state agency inspection of the work subsequent to the receipt of the responsible architect or engineer's statement that the contract is performed or substantially performed
- The final approval of the construction will be issued by OSHPD when:
  - All work has been completed in accordance with the approved plans and specifications
  - The required verified compliance reports and test and inspection reports have been filed with OSHPD
  - All remaining fees have been paid to OSHPD
- Final approval will be confirmed by a letter sent to the Department of Health Services with a copy to the applicant - the letter will state that the work has been constructed in accordance with CBSC, Title 24, California Code of Regulations

To close an OSHPD/FDD completed construction project the following must be completed and/or submitted to OSHPD/FDD:

1. Construction Final Report issued by OSHPD/FDD Field Staff.
2. All Amended Construction Documents, Deferred Items and Post Approval Documents have been completed and approved by OSHPD/FDD.
3. Completion and receipt of the Testing, Inspection and Observation program.
4. Final Verified Reports received by OSHPD/FDD.
5. Final cost letter received and accepted by OSHPD/FDD.
6. Additional fees paid, if applicable. The fee for OSHPD plan review and field observation is based on the estimated cost of construction as specified below. If the actual construction cost for a hospital or skilled nursing facility project exceeds the estimated construction cost by more than five percent (5%), a further fee shall be paid to the Office, based on the applicable schedule and computed on the amount by which the actual cost exceeds the estimated cost. Refer to CAN 1-7-133. The Office will schedule a final state agency inspection of the work subsequent to the receipt of the responsible architect's or engineer's statement (b) The final approval of the construction will be issued by the Office when:
  - a) All work has been completed in accordance with the approved construction documents.



- b) The required verified compliance reports and test and inspection reports have been filed with the Office.
  - c) All remaining fees have been paid to the Office.
7. Final approval will be confirmed by a letter sent to the Department of Public Health with a copy to the applicant. The letter shall state that the work has been constructed in accordance with the California Building Standards Code, Title 24, California Code of Regulations.
  8. Upon completion of the project, all copies of construction procedure records as required by Section 7 145 (a) 6 shall be transmitted to the Office.

Applications for OSHPD/FDD construction projects can also be closed for the following causes:

- The applicant withdraws a project after application for new project but prior to commencement of plan review.
- The applicant withdraws a project after commencement of plan review and prior to commencement of construction.
- The applicant cancels a project after commencement of construction.

The applicant shall submit form OSH-FD-129 Project Cancellation Withdrawal Notice to close the project for withdrawal or cancellation.

An OSHPD/FDD construction project can be closed for inactivity by the Office in accordance with Title 24, Part 1, 7-129 Time limitations.

## **SECTION X: FREER PROJECT GUIDE TABLE**

The FREER Project Guide Table categorizes many of the typical small projects OSHPD reviews in the field or exempts from review and permitting. Project headings include General, Site, Architectural, Mechanical, Utility Connection, Electrical, Equipment, Alarms/Communications, and Fire and Life Safety. When a project scope is identified, look for a heading and then specific item listings to help determine what action OSHPD may take. When the project scope does not clearly match one given in the list, contact the CO for assistance.

**FREER PROJECT GUIDE TABLE**

Category/Item	Excluded - CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>GENERAL</b>				
<b>MAINTENANCE</b> Maintenance and repair (e.g. replacement of a component of a single piece of equipment).	✓			See Maintenance Criteria, Section XI(f) See Hospital Seismic Safety Act 129875.1
<b>SITE</b>				
<b>ACCESSORY BUILDINGS</b> Detached one-story accessory buildings used as tool and storage sheds and similar uses provided the projected roof area does not exceed 120 square feet and the accessory building is located 30' or more from a licensed health facility.	✓			
<b>ACCESSORY BUILDING UTILITY CONNECTIONS</b> Utility connections from a health facility to detached accessory building.		✓		Any connections for fire extinguishing systems and natural gas connections need review by FLSO.
<b>FENCES</b> Fences not more 6'-0" in height measured on both sides and not connected to a health facility.	✓			Confirmation required to ensure exiting is not affected.
<b>FOUNTAINS</b> Installing exterior drinking fountains or decorative fountains		✓		Only required if fountains are directly connected to the facility's electrical or plumbing systems
<b>LANDSCAPING</b> Landscaping, lawn and shrub sprinklers	✓			If served from the hospital building plumbing system. Backflow prevention devices connected to the building plumbing will be field reviewed
<b>SITE WORK</b> (Including ADA)	✓			Work that may affect utility shut off or access compliance to the public way

<b>SITE - Continued</b>				
Category/Item	Excluded - CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>PARKING LOTS</b> surface		✓		See Parking Structure- Accessible parking features to be reviewed by OSHPD/FDD Field Staff if local building department is not reviewing.
<b>LIGHTING</b> Parking lot or exterior lighting connection to health facilities			✓	
<b>PARKING STRUCTURES</b> Detached parking structures more than 30' from health care facility & does not contain any essential services i.e. fire pump emergency generator.	✓			Submittal of evidence of local building department approval required.
<b>PLANTERS</b> Installing planters less than 3'-0" high at grade at the building accessible entrance and exits only.	✓			Planters include freestanding pots and plant containers. May be reviewed for exiting and accessibility requirements.
<b>RETAINING WALLS</b> Retaining walls not more than 4'-0" in height measured from the footing bottom to the top of wall unless supporting additional earth, equipment or structure loads or impounding flammable liquids, at the building accessible entrance and exits only.	✓			A fence may be constructed on a retaining wall provided it is composed of wood, chain link or otherwise like light weight fencing material and the total height of the wall and fencing does not exceed 6'-0" as measured from finished grade at any point. May require local building permit.
<b>WALKS</b> Exterior platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below- Nor affecting entrance or exiting systems.	✓			May need to be reviewed for exiting and accessibility requirements.

Category/Item	Excluded - CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>ARCHITECTURAL</b>				
<b>ASBESTOS</b> Asbestos removal or encapsulation	✓			If project involves the replacement of fire rated materials, OSHPD/FDD review and building permit is required. See asbestos criteria.
<b>CABINETS - FREE STANDING</b> Cabinets, case work, and storage racks		✓		See storage shelving criteria, Section XI(h)
<b>CABINETS – WALL SUPPORTED</b> Open shelving, cabinets, case work and storage racks		✓		
<b>CARPETING</b> Carpeting, new and replacement and other floor finishes	✓			See Carpet Criteria in Section XI(c) for flame spread requirements per Table 803.9 CBC. See also Table 1224.4.11 CBC for acceptable locations
<b>CEILINGS (non-fire rated)</b> Ceiling systems only		✓		See OSHPD/FDD Pre-Approved Details (OPD)
<b>CEILINGS &amp; ceiling supported lights &amp; grills</b>		✓		See OSHPD/FDD Pre-Approved Details (OPD)
<b>DOORS</b> <u>Infill</u> of a non-required door opening in a <i>non-fire</i> rated wall		✓		Balance of exiting system must meet exiting requirements
<b>DOORS</b> <u>Infill</u> of a non-required door opening in a <i>fire rated</i> wall		✓		Balance of exiting system must meet exiting requirements and fire rated assembly to be maintained.
<b>DOORS</b> <u>Adding</u> a door or open doorway in partition wall maximum size of opening 4'-0"		✓		Wall must be non-load bearing and non-shear resisting. Accessible hardware must be provided. Non-fire rated.

<b>ARCHITECTURAL – Continued</b>				
<b>Category/Item</b>	<b>Excluded - CO Confirmation Required</b>	<b>Field Review Required</b>	<b>Office Expedite Review</b>	<b>Remarks</b>
<b>DOOR WINDOW</b> Changing a window opening to a door opening		✓		No increase in opening width. Must meet accessibility requirements
<b>FINISHES</b> Painting, wall coverings, ceiling finishes and similar finish work in existing facilities	✓			See Table 1224.1
<b>FOUNTAINS</b> Installing interior drinking and decorative fountains.			✓	
<b>HANDRAILS</b> Replacement of handrails in corridors		✓		See Handrail Replacement Criteria, Section XI(e)
<b>LADDERS</b> Fixed Ladders			✓	Fixed ladders attached to the structure
<b>PORTABLE PARTITIONS AND WORK STATIONS</b> that are not open to or within the corridor or exit system	✓			Excluded if 5"-9" or less in height and not permanently connected (hardwired) to the building utilities. Expedite review if over 5'9" or permanently connected.
<b>RE-ROOFING</b> Re-roofing and roof repairs		✓		Field review if roof top equipment over 400# requires remounting (DSE approval required). See re-roofing criteria, Section XI(g)
<b>SCREENS</b> Insect screens	✓			See Section 1224.4.9.4

<b>ARCHITECTURAL - Continued</b>				
Category/Item	Excluded - CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>SIGNS</b> Signage and labels; surface applied and less than 20 pounds	✓			See 11B-703 and other applicable provisions in CBC Chapter 11-B
<b>WALLS</b> Addition or removal of non-load bearing partitions or non-fire rated partitions		✓		Using OSHPD/FDD Pre-approved details (OPD)
<b>MECHANICAL</b>				
<b>AIR CONDITIONING UNIT</b> Replacement <i>Less</i> than 2000 CFM		✓		Refer to CAN 2-102.6
<b>AIR CONDITIONING UNIT</b> Replacement <i>More</i> than 2000 CFM			✓	Refer to CAN 2-102.6
<b>AIR CONDITIONING UNIT</b> upgrade to larger system			✓	Refer to CAN 2-102.6
<b>SUPPLY, RETURN &amp; EXHAUST FAN</b> replacement <i>Less</i> than 2000 CFM		✓		Refer to CAN 2-102.6
<b>SUPPLY, RETURN &amp; EXHAUST FAN</b> replacement <i>More</i> than 2000 CFM			✓	Refer to CAN 2-102.6
<b>KITCHEN HOOD</b> exhaust fan and kitchen make-up air unit replacement			✓	Refer to CAN 2-102.6
<b>DUCTWORK &amp; PIPING</b> relocation		✓		See ASCE/SEI 7-10 (per CBC 1613A)

<b>PLUMBING</b>				
Category/Item	Excluded - CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>DOMESTIC HOT WATER HEATER</b> replacement (same size, capacity and fuel source)		✓		Any replacement which decreases or increases size capacity or operation characteristics requires an office review. Anti-scalding device and Seismic bracing required. See water heater replacement guide, Section XI(i)
<b>DOMESTIC HOT WATER</b> system piping replacement		✓		
<b>DUCTS</b> Anchorage and supports of mechanical ducts, pipes and electrical conduits that are not located at or in required exits		✓		See CBC 1613A / ASCE/SEI 7-10
<b>PLUMBING FIXTURES</b> Maintenance	✓			See Maintenance Criteria, Section XI(f)
<b>PLUMBING FIXTURES</b> Replacing or adding new Water Closets, Lavatories, Service Sinks, Clinic Sinks, Janitor Sinks		✓		
<b>PLUMBING FIXTURES</b> Adding new Hot tubs, Hydrotherapy Tanks			✓	
<b>KITCHEN EQUIPMENT</b> Kitchen grease traps replacement		✓		
<b>GREASE TRAP</b> - new		✓		

<b>UTILITY CONNECTIONS</b>				
Category/Item	Excluded -CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>MAJOR UTILITY</b> connections to water, gas, electric & sewer		✓		Evidence of approval from Authority having jurisdiction
<b>UTILITY</b> connections between health facility & meter: water, gas, electrical	✓			
<b>UTILITY</b> connections from Health Facilities to accessory buildings or structures or other uses		✓		
<b>ELECTRICAL</b>				
See Electrical Load Capacity Verification Guideline, PIN 38, for all electrical work.				
<b>ELECTRICAL CONNECTIONS</b> from the hospital for trailers containing non-essential services		✓		
<b>EXTERIOR SIGNS</b> free standing electric signs if connected to hospital electrical system		✓		If sign is in a remote location i.e. vicinity of the back of sidewalks, local authorities may also have jurisdiction
<b>ELECTRICAL RECEPTACLES</b> General Purpose New		✓		<ul style="list-style-type: none"> <li>• 5 or less</li> <li>• 8 or less total on circuit after addition</li> <li>• 20 amp circuit; #12 conductor minimum</li> <li>• non-patient care areas only</li> <li>• non-essential electrical system circuitry only.</li> </ul>
<b>ELECTRICAL RECEPTICLES</b>		✓		Relocation of outlets
<b>LIGHT FIXTURES</b> Adding		✓		2 or less <ul style="list-style-type: none"> <li>• non-patient care areas only</li> <li>• non-essential electrical system circuitry only</li> </ul>



<b>ELECTRICAL – Continued</b>				
Category/Item	Excluded -CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>SYSTEM LOADS</b> Reduction of system loads		✓		
<b>KITCHEN EQUIPMENT</b> Installing (new)		✓		
<b>KITCHEN HOOD</b> Installing (new)			✓	
<b>EQUIPMENT</b>				
<b>KITCHEN COOKING</b> Appliances & Equipment Replacement of: kettles mixers meat slicers toasters coffee urns Dishwashing equipment: Dishes, pots and pans components Valves, piping, spray nozzles, hoses, electric	✓			Anchorage review may be required
<b>LAUNDRY EQUIPMENT</b> Replacement: Laundry Washers and Dryers <i>less</i> than 400 lbs.		✓		
<b>LAUNDRY EQUIPMENT</b> Installing laundry washer and dryer each unit weighing <u>more</u> than 400 lbs.			✓	Requires Anchorage

<b>EQUIPMENT – Continued</b>				
Category/Item	Excluded -CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>LAUNDRY EQUIPMENT</b> Laundry Washers and Dryers components: Door switches, controls, electric motors, hoses, gas vents and lint traps	✓			Any replacement of components which will decrease or increase size, capacity or operation characteristics requires a field review.
<b>EQUIPMENT, DIAGNOSTIC</b> Replacement of a component on previously approved equipment	✓			Replacement must not change mechanical or plumbing services, increase electrical loads or modify any previously approved structural anchoring.
<b>EQUIPMENT, DIAGNOSTIC</b> Replacement of equipment		✓		May be referred to the office
<b>EQUIPMENT, GENERAL</b> Installing equipment weighing less than 400 lbs.		✓		
<b>MICELLANEOUS EQUIPMENT</b> Installing miscellaneous equipment weighing more than 400 lbs.			✓	
<b>VENDING MACHINES</b> not exposed or open to an exit.		✓		May require anchorage
<b>MOVEABLE EQUIPMENT</b> mounted on wheels or coasters as originally designed.	✓			Moveable equipment means equipment mounted on wheels or coasters as originally designed. May be required to be restrained in place for hospitals, see 1615A.1.12

<b>ALARMS/COMMUNICATIONS</b>				
Category/Item	Excluded -CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>COMPUTERS &amp; MONITORS</b> (not including medical record systems)	✓			See Alarms/ Communication Criteria, Section XI(a)
<b>NURSE CALL</b> systems			✓	
<b>PAGING</b> systems	✓			Except systems which incorporate nursing call systems. See Alarms / Communications Criteria, Section XI(a)
<b>PAGING</b> systems used for emergency notification			✓	Office review required
<b>TELEPHONE</b> systems Racks that take up the entire room shall be field reviewed		✓		See Alarms/ Communications Criteria System anchorage to be reviewed, Section XI(a)
<b>TV</b> distribution systems	✓			See Alarms/ Communications Criteria, Section XI(a)
<b>MUSIC</b> Systems	✓			See Alarms/ Communications Criteria, Section XI(a)
<b>FIRE AND LIFE SAFETY</b>				
<b>FIRE SPRINKLERS</b> Head Relocation(s)		✓		FLSO to visit facility to determine placement and contractors qualifications
<b>FIRE SPRINKLER</b> Additional Heads (10 or less)		✓		
<b>FIRE ALARM</b> device relocation(s) Notification appliances 5		✓		FLSO to visit facility to determine placement and wiring method
<b>FIRE ALARM</b> New initiating device(s) 20 devices – nonaddressable, 25 if addressable		✓		

FIRE AND LIFE SAFETY – Continued				
Category/Item	Excluded -CO Confirmation Required	Field Review Required	Office Expedite Review	Remarks
<b>KITCHEN HOOD FIRE PROTECTION</b> New or replacement Fire Protection system (for hood & duct)		✓		Pre-Engineered kitchen fire systems only
<b>FIRE STOPPING</b> Maintenance of fire stop protection of walls and floors noted in local fire authority or L&C survey	✓			Contact FLSO to discuss method and material to be used
<b>FIRE RATED DOOR</b> Replacement of Fire rated door only. Damaged door and hardware in smoke partitions, fire barriers, and firewalls	✓			Plan approval not required but FLSO to visit facility to confirm rating and hardware
<b>FIRE RATED DOORS</b> Replacement of up to 5 rated doors and door frames including hardware as well as fire rated glazing		✓		More than five doors to be office reviewed
<b>FIRE DAMPERS</b> NEW fire damper (10 or less), Fire/smoke damper (5 or less) or smoke dampers detector operated		✓		
<b>FIRE WALLS</b> Patchwork of rated walls and floors	✓			Approval not required but FLSO to visit facility to confirm design and method used
<b>EXIT SIGNS</b> New exit signs (illuminated) and emergency lighting emergency generator		✓		OSHPD Electrical Engineer approval may be required

## SECTION XI: CRITERIA

This Section offers more specific guidance on selected types of projects.

### **XI (a) ALARMS/COMMUNICATION CRITERIA**

(Excluded from permit/Requires Field Confirmation)

Computers and monitors, paging systems, telephone systems, TV distributions systems and music systems generally are excluded from OSHPD review. A field confirmation is needed to assure compliance with applicable codes. If the field confirmation process reveals a review is needed, a review may be performed. If the scope of the project is extensive, the CO may require the project be submitted for an expedited review.

This section does not include nurse call systems, fire alarm systems or systems installed within the exiting system. The CO is to contact the FLSO when cables for the aforementioned systems run either vertically or horizontally through fire rated floors and/or walls.

Types of cables used shall be in accordance with the CEC.

Systems when used for emergencies shall be connected to the life safety branch and may require review in the Office by an electrical engineer.

Wall-mounted Electronic Medical Records (EMR) systems are not included in this section and require OSHPD field or office review. Compliance with a 4" maximum projection into an accessible path (CBC Section 11B-307.2) and reach ranges (CBC Section 11B-308) for interface elements are required. Compliance with a 1-1/2" maximum projection into a corridor (CBC Section 1003.3.3.1) is also required. Cabling through fire-resistive construction must have approved penetration protection per the CBC.

## **XI (b) ASBESTOS CRITERIA**

(Excluded from permit/Requires Field Confirmation)

Asbestos abatement and related work is under the jurisdiction of CAL-OSHA and shall be performed in accordance with Title 8, California Code of Regulations. Authorization/Permits from the regulatory authority for asbestos abatement/removal, transportation and disposal shall be obtained and OSHPD/FDD may request a copy of the permit and abatement report for OSHPD/FDD permitted projects where asbestos abatement/removal has occurred.

Projects involving only asbestos removal or encapsulation do not require OSHPD review or a building permit issued by OSHPD/FDD.

The Division of Licensing and Certification, State Department of Health Services, should be notified regarding any asbestos removal or encapsulation project.

Projects involving the replacement of fire rated materials are subject to OSHPD plan review and building permit process.

## XI (c) CARPET CRITERIA

(Excluded from Permit/Requires Field Confirmation)

CBC Table 1224.1.11 reflects location of allowable use.

Notify the Compliance Officer prior to installing carpet floor covering for new construction, replacement of carpet, and installation of carpet in existing areas not previously carpeted. The request must include:

1. A floor plan showing the areas to be covered, with each room labeled as to function, and a color code and key if more than one type of material is to be used. See CBC Table 1224.4.11, CBC, for acceptable carpet locations.
2. A sample of each type of carpet, backing material and padding (if any) proposed for installation with the manufacturer's label containing specifications attached.

Minimum specifications for Fiber Floor Covering in Health Facilities:

1. CBC Section 804 - Carpet for installation in corridors and exit ways must be accompanied by a report from a testing laboratory certifying a critical radiant flux rating of not less than 0.22 watts per square centimeter (0.22 watts/square CM) as per "Standard Method of Test for Critical Radiant Flux for Floor Covering Systems Using a Radiant Heat Energy Source, NFPA 253." There is no flame spread required for carpet in areas other than corridors and exit ways.
2. CBC Section 804.4.2, Rooms occupied by inmates or patients whose personal liberties are restrained shall have noncombustible floor surfaces.
3. In patient corridors and other heavy traffic areas including areas subject to rolled equipment or furniture, carpet should be of maximum density to provide minimum resistance to rollers. For safety, only level loop and/or low level dense pile styles should be selected. The maximum pile height variation shall be no more than 0.125 inches.
4. CBC Section 11B-302.2 has additional accessibility requirements for carpet installation.
5. Carpet may be replaced in all areas where the approval of carpet installation has been previously obtained from OSHPD or the Division of Licensing and Certification.

The flame spread testing report shall be kept on file for presentation to OSHPD upon request.

**Note:** Flame spread ratings for carpet other than under 3 hour fire doors, are not a requirement of the State, but are a requirement for facilities seeking participation in the Federal Title XVIII and XIX programs (Medicare/Medicaid) which require compliance with NFPA 101.

## **XI (d) DISHWASHER REPLACEMENT CRITERIA**

(Excluded from permit/Requires Field Confirmation)

### **Design Criteria**

#### **Anchorage**

Anchorage shall be designed to resist the seismic forces required by the California Building Code (CBC) for Structural Design and anchorage of non-structural components. See CBC Section 1613A.

1613A.1 Scope. Every structure, and portion thereof, including nonstructural components that are permanently attached to structures and their supports and attachments, shall be designed and constructed to resist the effects of earthquake motions in accordance with ASCE 7 with all the modifications incorporated herein, excluding Chapter 14 and Appendix 11A. The seismic design category for a structure shall be determined in accordance with Section 1613A.

The dishwasher equipment shall be mounted on a concrete floor slab on grade for FREER projects.

Anchors: Mechanical anchors, post-installed anchors and specialty anchors shall comply with the load, installation and testing criteria of the California Building Standards Code (CBSC) for Structural Design

#### **Plumbing**

Plumbing connection and installation shall comply with the California Plumbing Code (CPC). Typically rinse water temperature measured at the automatic dishwashing equipment shall be 180 degrees F except where chemical rinse is approved by Department of Health Service, Licensing and Certification.

Appliances equipped with pumps, drips, or drainage outlets may be drained by indirect waste pipes discharging into an approved type open receptor in accordance with the CPC.

The use of the existing plumbing system is acceptable provided the existing system complies with the California Plumbing Code (CPC).

#### **Mechanical**

Hoods shall be installed at or above dishwashing machines in accordance with the California Mechanical Code (CMC). If a hood needs to be installed, plans must be submitted for an expedited review.



## **XI (e) HANDRAIL REPLACEMENT CRITERIA**

(Field Review/Expedited Review)

### **HANDRAILS**

#### **Design Criteria**

Where required in healthcare facilities, handrails shall be adequate in strength and attachment in accordance with the California Building Standards Code (CBSC) for Structural Design.

Handrails replaced in public, patient or common use areas shall comply with the requirements of CBC Section 11B-505. This includes mounting height, clearances, gripping surface, fittings, and extensions.

## XI (f) MAINTENANCE CRITERIA

(Excluded from Permit/Requires Field Confirmation)

The following items are examples of what would be considered maintenance; however you must contact your compliance officer to confirm that the work is excluded from permit:

- Replacement of burned out motors or compressors with other of the same horsepower, voltage, etc.
- Replacement of wall paper or carpeting is maintenance, however it requires CO approval for texture and flame spread rating.
- Replacement of damaged door; however, the facility must be sure to replace rated doors with fire rated doors with the same rating and approved assemblies; door hardware must comply with CBC 11B-404.2.7 and closer, if provided, with 11B-404.2.8 and 11B-404.2.9.
- Patching of a roof to prevent leaks must not exceed three squares (300 square feet). The material used must meet the requirements and may be approved by the CO. Reroofing over 300 square feet requires a building permit. See reroofing criteria.
- Replacement of a defective light fixture; however, this does not include a total replacement of light fixtures for energy conservation or upgrading of the lighting. Refer to PIN 13.
- Replacement of damaged ceiling tile with the same type.
- The clearing of stoppages, including the removal and reinstallation of water closets, or the repairing of leaks in pipes, valves, or fixtures, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
- The stopping of leaks in drains, soil, waste, or vent pipe. Replacement of defective traps, drain pipe, soil, waste, or vent pipe shall be considered new work and is subject to OSHPD review and permitting.

There are many maintenance items which do not require an OSHPD building permit and you are encouraged to contact the RCO assigned to your area for clarification, if there are any doubts. The RCO may send the CO to clarify. Exemption from the requirement for an OSHPD permit shall not be deemed to grant authorization for the work to be done in violation of the provisions of the California Building Standards Codes.

## XI (g) RE-ROOFING CRITERIA

(Field Review and Permit Required)

Submittal must include:

1. Application for New Project
2. Qualification Record for the Inspector of Record (IOR)
3. Testing, Inspection & Observation (TIO) Program
4. Drawings (may be done on 8½ X 11) which indicate:
  - a) Plan view with area to be re-roofed indicated
  - b) Slope or pitch of roof of all sections of the roof
  - c) Remodel of existing roof or roofing over and number of existing layers
  - d) Name and address of facility
5. Specifications (UL Class A or B Fire Retardant) Roofing System including UL design number or system number specifically approved for re-roofing.
6. Demolition plan (removal of existing roof) if the combination of the existing roofing material and the new roofing material will invalidate the UL listing of the new material.
7. Sheathing nailing (for diaphragm action) and replacement of sheathing for wood where applicable.

All work must comply with the California Building Code.

The drawings and roofing specifications will be stamped and reviewed by OSHPD.

The following will be verified on site by the CO:

- Roofing materials and application
- Condition of surface and supporting structure
- Seismic separations
- Flashings, counter flashings and roof jacks
- Insulation and vapor barrier, where applicable
- Smoke barrier walls
- Attic access, if required Draft stops
- Ventilation, attic and roof
- Roof drains and drainage to an approved location

When equipment weighing more than 400 pounds such as HVAC Units are removed during the process, the equipment shall be seismically anchored when replaced and an electrical disconnect switch installed if not already provided. Structural calculations for the remounting are required.

At the completion of the project, verified reports shall be provided in accordance with the approved TIO for the project. Additionally, the owner shall submit a final verified cost of the project.

The OSHPD CO will provide final inspection and clearance.

The Office will administratively close the project upon receipt of all required documents, clearances and fees. (See Section IX)

## XI (h) STORAGE SHELVING CRITERIA

(Excluded from Permit/Expedited Review)

### **Anchorage**

#### Excluded from permit and review

Floor supported storage racks, cabinets or book shelves with the upper storage level under 5 ft. high shall be excluded from review provided they are not to be installed within one-hour rated corridors.

#### Expedite Review - Design Criteria

Floor supported storage racks, cabinets, or book shelves not more than 5 ft. in height need not be anchored if the width of the supporting base or width between the exterior legs in any direction is equal to or greater than two-thirds of the height.

The storage racks, and their anchorage, shall be designed to resist a vertical load equal to the total load (rack plus contents) and a lateral seismic load (33% of the total load) acting concurrently.

All cabinets and shelving to be located in nurses' stations exposed to exit corridors shall meet the allowable combustion loading criteria of the CBC, Section 407.2.2.

Storage cabinets and shelving in accessible areas shall comply with CBC Section 11B-225.2 and include the clear floor space, reach ranges and operable parts required by CBC, Section 11B-811.

## XI (i) WATER HEATER REPLACEMENT CRITERIA

(Field/Expedited Review)

### Design Criteria

#### Anchorage

Anchorage for water heaters shall be designed to resist a lateral seismic force equal to 20% of the equipment weight, full of water, acting concurrently with the total vertical load for SNFs and ICFs and 30% for hospital buildings.

The equipment shall be mounted on a concrete floor slab on grade to be eligible for field review.

Expansion anchors: Identify the manufacturer, type, diameter, and minimum embedment. The expansion anchor used shall have allowable load values for shear and tension indicated.

#### Plumbing

Plumbing upgrading or size increases for existing health facilities shall require a mechanical engineer's stamped approval drawings of the exact installation. Consideration of all code requirements for equipment, piping size on distribution, anti-scalding, combustion air requirements and venting shall be outlined in detail on the mechanical engineers stamped approved drawings.

The use of the existing plumbing system is acceptable when field confirmed or plan reviewed that the existing system complies with current code (CPC 101.4.1)

#### Permits and Inspection

Refer to CPC, Sections 502 and 503.

"It shall be unlawful for any person to install, remove, or replace any water heater without first obtaining a permit from the Authority Having Jurisdiction to do so."

Inspection of the water heater installation is required by CPC, Chapter 5, Section 503.2.

#### Clearances

Un-insulated water heaters shall not be located closer than six inches to unprotected combustible construction nor closer than three inches to protected combustible construction.

Insulated water heaters shall not be installed closer than one inch to one hour rated fire walls.

Insulated water heaters shall not be located closer than two inches to unprotected combustible construction nor closer than one inch to protected combustible construction.

No water heater which depends on the combustion of fuel for heating shall be located in any room used or designed to be used for sleeping purposes, bathroom, clothes closet, or other confined space opening into any bath or bedroom.

Water heaters shall be protected from damage per requirements of CPC, Chapter 5.

Every water heater shall be accessible for inspection, repair or replacement per requirements of CPC, Chapter 5.

Every water heater designed to be vented shall comply with the provisions of CPC, Chapter 5.

Required temperature and amounts shall be in accordance with CPC, Table 6-9

At least two sources of heat (i.e. two pieces of hot water heating equipment) shall be provided to supply hot water for dishwashing and patient services such as hand washing and bathing. Booster heater for 125-180 degree F water is acceptable as a second piece of equipment for dishwashing . Where storage tanks are separate from the water heater, at least two independent storage tanks shall be provided. CPC, Chapter 6.

Water storage tanks shall be fabricated of corrosion-resistant materials or lined with corrosion-resistant materials.

Temperature control valves shall be provided to automatically regulate the temperature of hot water delivered to plumbing fixtures used by patients to a range of 105 degrees F minimum to 120 degrees F maximum. A high temperature alarm set at 125 degrees shall be provided.

Hot-water distribution system serving patient care areas shall be under constant mechanical recirculation to provide continuous hot water at each hot water outlet. Non-recirculated fixture branch piping shall not exceed 25 feet (7.62 meters) in length. Dead-end piping (risers with no flow, branches with no fixture) shall not be installed. In renovation projects, dead-end piping shall be removed in the area of renovation. Empty risers, mains, and branches installed for future use shall be permitted.

All fixtures where water exceeding 125 degrees Fahrenheit is accessible to patients or personnel, warning signs in letters at least 2 inches high shall be posted above the fixtures.

**Gas Fired**

Gas piping shall comply with CPC, Chapter 12.

New or reconditioned gas fired water heaters shall bear a label of an approved testing agency, certifying and attesting that such equipment has been tested and inspected and meets the required standards.

Combustion air shall be provided in accordance with CPC, Section 506.0.

**Unfired**

Unfired domestic hot water generators (heat exchangers) supplied with steam, boiler water, solar water or other non-potable fluids shall comply with the CPC requiring double tube-wall (or equivalent) construction in the heat exchanger.

**Electrical**

Each storage or instantaneous type water heater shall be equipped with a temperature-limiting means in addition to its control thermostat to disconnect all ungrounded conductors, and such means shall be: (1) installed to sense maximum water temperature and (2) either a trip-free, manual reset type or a type having a replacement element. Such water heaters shall be marked to require the installation of a temperature and pressure relief valve.

See Listing Requirements for Relief Valves and Automatic Gas Shutoff Devices for Hot Water Supply Systems.

*EXCEPTION:*

Water heaters with supply water temperatures of 82 degrees C (180 degrees F) or above and a capacity of 60kw or above and identified as being suitable for this use; and water heaters with a capacity of 1 gallon or less and identified as being suitable for such use.

Storage type water heaters: All fixed storage type water heaters having a capacity of 120 gallons or less shall have a branch circuit rating not less than 125% of the nameplate rating of the water heater.

For branch circuit sizing, see California Electrical Code.