



Facilities Management Department Policy 16

Permitting

1. **Purpose.** To ensure the safety of buildings and occupants while meeting the programmatic needs of faculty and staff in a timely and cost-effective manner.
2. **Scope.** This policy outlines processes and procedures governing the permitting (review and approval) of the installation, relocation or upgrade of equipment and temporary facilities. These permits are necessary when utilities or other facility alterations are required in order to meet state codes and state construction office (SCO) mandates. This policy:
 - a. applies to any equipment or temporary facility requiring any utility connection or facility alteration not already existing at the installation site with the manufacturer's specified type and capacity.
 - b. applies to all equipment and temporary facilities acquired by any organization or affiliate of the University for use on University property regardless of the source or method of acquisition including new purchases, surplus, fabrication, and donation.
 - c. does not apply to equipment or temporary facilities installed during capital projects or FM-planned informal projects which are permitted through the project planning process.
3. **Policy**
 - a. Any affiliate of the University planning to install, relocate, or upgrade equipment on University property must obtain a permit from FM prior to the acquisition of that equipment or any service to upgrade or relocate it. A permit is also required for donated or already purchased equipment.
 - b. FM will grant a permit based on the authority of the University or will seek authorization from SCO and inform the customer in writing of the approval and any conditions of that approval.
 - c. FM will determine what utilities or facilities alterations that will be required for proper installation to meet the manufacturer's specifications and code requirements and inform the customer in writing.
 - d. FM will consult with the customer to determine if the utilities and facilities alterations are best managed by the FM maintenance shops, an FM-managed project, or a customer-managed contract.
 - e. FM will inspect all final installations, connections, and alterations for compliance with permitted restrictions and requirements.
 - f. FM will maintain a publicly accessible list of all submitted and completed permit requests and their status.
 - g. FM will establish, monitor and publish a metric for the timeliness of the process.

- h. All equipment shall be factory or field-labeled by a suitable testing laboratory as per state guidelines. A complete list of approved testing laboratories can be found at <https://www.ncosfm.gov/third-party-testing-agencies/open>
- i. Approval from the requestor's department-head level or equivalent is required.

4. Procedures

- a. Request Process
 - i. The requester opens the FM311 application (<https://fm311.charlotte.edu/archibus/schema/ab-products/essential/workplace/>) and uses the Permit Request button.
 - ii. The requester attaches or enters the manufacturer's specifications for the equipment.
 - iii. The requester attaches the department-level leadership email approval (or equivalent).
 - iv. FM311 portal automatically routes the request to the Director of Engineering or Permit Manager for review.
- b. Review Process
 - i. Engineering will review and route permit requests to applicable parties for comment and approval.
 - ii. Engineering will consult with the requestor to determine any support needed from FM for facilities and utilities alterations and recommend a method including:
 - 1. Work orders to Maintenance for minor modifications
 - 2. Project request to Planning for construction and/or design
 - 3. Validation of customer contract for minor alterations
 - iii. Engineering will ensure as-built drawings are updated with any alterations.
 - iv. Engineering will update statuses, dates and outcomes in the published Archibus list of requests.
 - v. Archibus will automatically generate an email to the requester with the outcome and any conditions.
 - vi. Engineering will schedule a tentative inspection date for the Permit Manager, Maintenance personnel, SCO, or other designee to confirm compliance with permit restrictions and best practices.
- c. Cost Management
 - i. FM will publish a timeline and standard costs for permit processing, design, inhouse labor costs and Informal Construction Task Order Contract (ICTOC) construction for customer planning purposes.
 - ii. PDC will establish a rapid and inexpensive on-call design contract such as an Open End design contract with small firms to reduce cost and lead time for customers.

5. Definitions

- a. Minor alterations - any new work or construction less than 8 total hours, three trades, \$2,500 in parts, and does not require SCO approval. Essentially, any new work not requiring coordinated preparation, planning and scheduling.

- b. Major alterations - alterations requiring a full informal or formal project - includes but is not limited to the following:
 - i. Installation of any new non-120V single phase receptacle
 - ii. Installation of any new electrical panels or transformers
 - iii. Connection to new or existing exhaust systems
 - iv. Connection to building chilled or heating hot water systems
 - v. Connection to building domestic or sewer system
 - vi. Connection to building steam systems
 - vii. Any alterations to building life safety or security system
 - viii. Alterations to building internal structures (walls, windows, doors)

Initially Approved: 5/8/2024 by Rich Amon, VCBA

Revised: