ABC 2016 Fall Summit

The Permit Puzzle

Furniture and All That Stuff

September 7, 2016

Class Outline

- Introductions
- What is a Building Permit?
- When do I need a Building Permit?
- *All The Things I Never Knew I Needed To Know.*
- Q&A – Panel Discussion
Introductions

- Wendy Macdonald
  - The Help Center – Facilities Customer and Business Services

- Michael Hogan
  - Building Inspector – Facilities Planning and Capital Projects

- Michele Winterfeldt
  - Procurement Services – Procurement Specialist

- Don Popham
  - Events Project Manager – Facilities Management & Development

Permits: Furniture and All That Stuff

- What is a Building Permit?
  - An application process to formalize all project planning and code compliance reviews for work performed by various departments, auxiliaries and committees.
What does a Building Permit do?

- ADA Code Compliance
- Fire & Life Safety Codes
- Building/Electrical Code
- Asbestos & Lead Paint Issues
- Meets CAP requirements

When do I need a Building Permit?

- Any Furniture Installation
- Activities Involving Building or Roof Structures
- Activity That Will Disturb Any Building Surface (Interior or Exterior)
- Any Activity with Temporary Membrane Structures, Tents, or Canopies
- Any Activity In or Adjacent to a designated Waterway, Creek or Drainage Route
- Any Activity That May Add, Alter or Modify ADA Requirements
- Any Underground or Overhead Work
- Awnings and Trellises
- Building Additions, Alterations, Remodels and/or Tenant Improvements
- Electrical, Mechanical, Plumbing or Building Additions or Alterations
- Equipment Installation Requiring More Than Plug and Cord
- Garden Walls and Retaining Walls
- Landscaping and Related Improvements or Modifications, Including Drainage
- Patios, Decks, and Fences
- Satellite Dish or Antenna Installations, Modifications or Removals on Campus
- Security & Intrusion Alarms Including Keypads, Card Swipes, Panic Buttons etc.
- Signage Installation, Modification or Removal
So, When do I need a Building Permit?

- Basically, whenever you want to do anything.

Building Permits fall into two categories:

1) Facilities Planning managed project
2) Self-Managed by a campus entity or department such as:
   - Events
   - Banners
   - Blinds
   - Furniture Installations, etc.
Furniture - Did You Know?
- Facilities Planning will coordinate your significant furniture purchases for you?

Why would you want Facilities Planning to coordinate your new furniture?
- Assurance that campus standards are met
- All Inclusive Service
  - Vendor relations, Permits, Purchase Orders, Movers/Surplus, Carpentry, and Electrical

Customer Reviews: I loved it, I chose the color and everything else was done for me.
Wonderful! How do I start?

- Enter a **Service Request** through your My Cal Poly Portal
- Send supporting documentation to facilities-cbs@calpoly.edu
- Return email with proper Signature Authority
- A Project Manager will contact you
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- Go to Contracts & Procurement ▶ Furniture

  ![Image of Furniture Procurement Guide](afd.calpoly.edu/cprm/procurement/)

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- Contact Preferred Suppliers

  ![Image of Preferred Suppliers List](afd.calpoly.edu/cprm/procurement/)

afd.calpoly.edu/facilities
Non-Preferred Suppliers
- Contact your procurement specialist to discuss

Furniture waiver required on Pro-Card payments for furniture purchases

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How can you help Supplier?
- Provide a copy of building layout
  (https://afd.calpoly.edu/facilities/maps_floorplans.asp?pid=7)

What should you ask them?
- Will I need Cal Poly Facility assistance?
  (i.e. electrical, carpentry, data ports, etc.)
What will you get from them?
- Quote with hardware specified
- Layout
- Other supporting documentation
  - Including a spec sheet indicating flammability rating on upholstered furniture

Fill out Building Permit Application
Submit To

Project Name

Who is doing the work?

Include

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- Get Approval Signature
  - Academic Departments require: Dean’s Signature
  - Non-Academic Departments require: Division or Department Head Signature
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- Submit Building Permit Application with supporting documentation to the Help Center (facilities-cbs@calpoly.edu)
  - Supporting documentation in pdf format, including pictures.

- Allow 4 weeks processing time

Yes!
- Your permit has been approved with conditions
- Submit your P.O. request to Purchasing
Inform Supplier you need 2 weeks notice before delivery if Facilities workers are required.
- Example: Wall penetrations for overhead cabinets, hardwire electricity, data ports, etc.

Submit Service Requests!
Remember – You are responsible to coordinate all supplementary service requests:
- Carpenters (seismic bracing)
- Electricians
- Painters
- Move or Surplus
- Locksmiths
- Custodial
- ITS – data ports, telephones
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- Remember: All Trades & ITS need at least 2 weeks of lead time to schedule your installation

- When you talk to your supplier make sure they are aware you need that 2 week window

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- How is that Project Manager looking about now?
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Two Weeks

- Confirm Work Order(s) with Help Center at 756-5555 or email facilities-cbs@calpoly.edu or with ITS 756-7000

  - Yes – The trade shop has been assigned the work order? (Have all work order numbers ready, including the Approved Permit)
  - Confirm date and time of Install
  - Custodial needed prior to install?

Two Days

- Confirm with Help Center at 756-5555 or email facilities-cbs@calpoly.edu or with ITS 756-7000

  - Confirm date and time of Install
Communicate any changes in Schedule ASAP
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