



Office of University Building Official

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Procedure Guidance

DATE: February 15, 2022

TO: Associates and Coworkers

FROM: David M. Kidd, P.E.
University Building Official

SUBJECT: **Small Project Review**

The following simplifies the review and permitting process for project managers with small projects. Feedback and questions may be directed to any OUBO staff.

SMALL PROJECT REVIEW/PERMIT

OUBO defines a **small project review (SPR)** as one with: limited number of rooms, no complex fire safety issues, no change in Use Group, not an 'H' Use Group, and less than \$25,000 construction cost. Each SPR is allotted 20 minutes.

OUBO will do team reviews when requested by the Project Manager (PM) or Facilities Maintenance (FM). The PM or FM contact will receive an email notification with the team's final decision.