

Office of University Building Official (OUBO)

Building Safety Month Training Series

PART I: OUBO/HECO/e-Builder Overview

Stakeholders: GMU Facilities, Contractors, & Registered Design Professionals

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Agenda

OUBO/HECO/e-Builder Overview:

- Appendix P: OUBO Charter
- HECO Chapter 11: Building Official Reviews & Permits
- OUBO Website
- e-Builder
 - Plan Review Process
 - Permit Process
 - Inspections Process



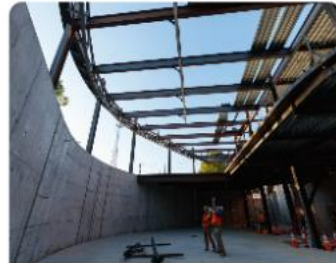
Office of University Building Official



Permits



Plan Review



Inspections



Resources

University Resources

- [OUBO e-Builder Processes](#)
- [GMU Design Standards Manual](#)
- [GMU HECO/DGS Forms](#)
- [GMU e-Builder](#)
- [GMU Facilities Planning, Design and Construction](#)
- [GMU Senior Vice President of Administration & Finance](#)
- [GMU University Leadership](#)
- [GMU Board of Visitors](#)
- [GMU Campus Maps and Directions](#)
- [GMU Capital Strategy and Planning](#)
- [Tier III Management Agreement](#)

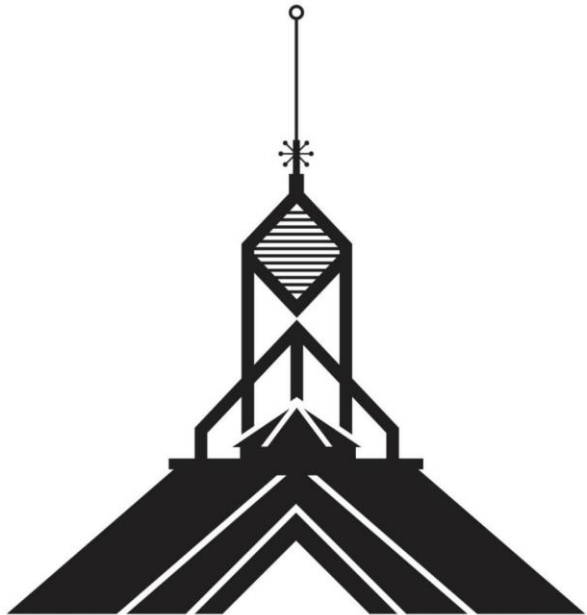


HECO/DGS Forms

[HOME](#) / [RESOURCES](#) / [HECO/DGS FORMS](#)



GEORGE MASON UNIVERSITY
Higher Education Capital Outlay Manual
2023



Vice President of Facilities

References: The Commonwealth of Virginia "Construction and Professional Services Manual" (CPSM) and the "Design & Construction Guidelines" are referenced extensively and should be readily available when using this Manual.

The most current version of these two documents are on the following websites:
<https://facilities.gmu.edu/> and www.dgs.virginia.gov

APPENDIX P

Office of University Building Official Charter

Purpose

- 1. Policy 1
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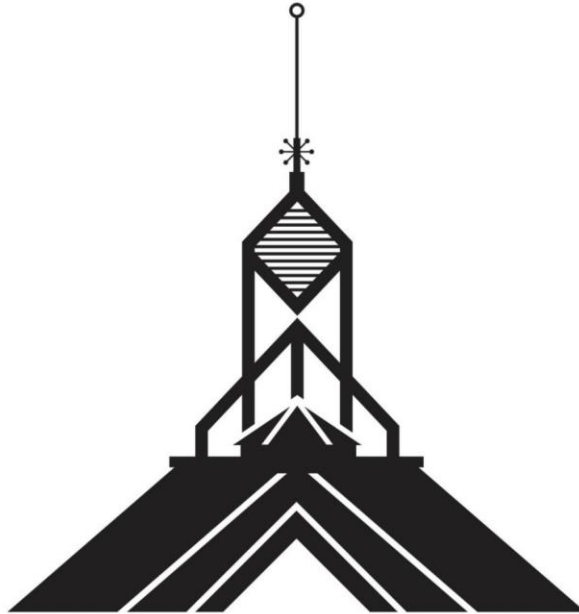


Purpose

This document outlines the policies and procedures covering the University Building Official office at George Mason University and serves as a charter for the department.

Policy

It is the policy of the Board of Visitors and the administration of George Mason University that University projects are designed and constructed in compliance with the Virginia Uniform Statewide Building Code (USBC), standards and the applicable accessibility codes, as well as related laws and regulations promulgated by the Commonwealth of Virginia.



Vice President of Facilities

References: The Commonwealth of Virginia "Construction and Professional Services Manual" (CPSM) and the "Design & Construction Guidelines" are referenced extensively and should be readily available when using this Manual.

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CHAPTER 11: BUILDING OFFICIAL REVIEWS, PERMITS AND APPROVALS

SECTION 11.1 GENERAL

11.1.1 Building Official: The Office of University Building Official (OUBO) is the Building Official for buildings and structures on state owned property in accordance with the Code of Virginia §36-98.1 and the OUBO Charter in Appendix P. It may provide for the (i) inspection of state-owned buildings or structures and for all buildings and structures built on state-owned property and (ii) enforcement of the Building Code and standards for access by the physically handicapped by delegating inspection and Building Code enforcement duties to the State Fire Marshal's Office, to other appropriate state agencies having needed expertise, and to local building departments, all of which shall provide such assistance within a reasonable time and in the manner requested.

OUBO Website Overview

Office of University Building Official – Office of the University Building Official (gmu.edu)

- Permits
- Plan Review
- Inspections
- Resources
- Services
- Codes & Design Criteria
- FAQ
- Contact

MEMBER LOG IN

LOG IN

Forgot your password?
Need help?

e-Builder v23.4.27.5



OUBO e-Builder Processes

UBOPL = OUBO Plan Review

CO17 = Permit Application

CO17B = Building Permit

CO17D = Demolition Permit

CO17E = Electrical Permit

CO17F = Fire Alarm Permit

CO17S = Fire Suppression Permit

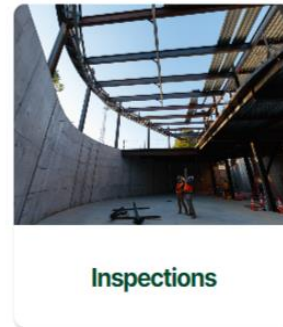
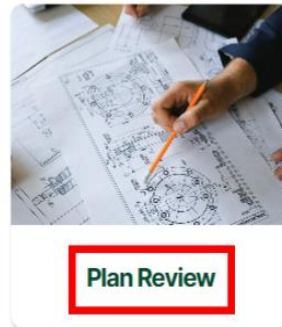
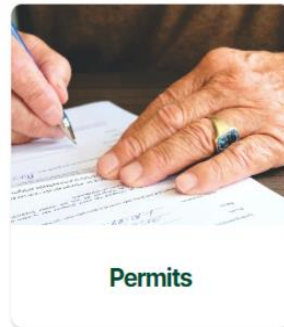
CO17M = Mechanical Permit

CO17P = Plumbing Permit

UBOIR = OUBO Inspection Request/Report



UBOPL = OUBO Plan Reviews



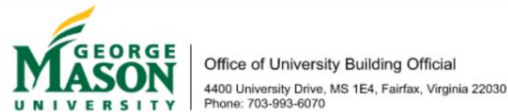
UBOPL = OUBO Plan Reviews

Review Times

5 days – Schematic, Small Projects

10 days – Preliminary Reviews

15 days – Working Drawings and first submittal of Shop Drawings



Project Name = 221454 - 0402 Van Metre Krasnow Lab 259A

Drawing Set Date = 04/10/2023

OUBO Review Comments

OUBO Notes:

- Responses to all review comments shall be provided with any submission for review. Submitted documents will not be reviewed until responses to all review comments have been provided.
- Please reach out to any Reviewer with questions as needed. Contact information for each reviewer has been provided.
- Complete construction drawings shall be provided with resubmission. Additional comments may be generated during subsequent reviews by the OUBO. Refer to 2018 VCC Section 109 for more information.

Reviewer Name

Justin Biller
Kevin Kline
Ethan Scholl
Tim Hagedorn

Contact Information

Cell = 571-545-0252 Email = jbillier@gmu.edu
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Sheet/Page	Type	Comments	Reviewer	Response
Drawings				
G-001	Reviewer Questions	Signed/Sealed/Date Drawings required at Working Drawing Submission. Refer to GMU HECOM section 8.2.2.11 & 8.2.2.12 for additional information. Typical all sheets.	Kevin Kline	
G-002	Fire Safety	Please indicate the classification of work, per VEBC section 103.9.	Justin Biller	
A-501	Structural	INDICATE THE CONNECTION THE TOP OF THE WALL	Tim Hagedorn	
A-501	Structural	INDICATE THE CONNECTION THE BOTTOM OF THE WALL	Tim Hagedorn	
A-501	Structural	INDICATE THE GAUGE AND LIP THICKNESS OF STUDS REQUIRED	Tim Hagedorn	
M-601	Mechanical	Lab 259 is missing in this ventilation calculation. Add it to verify that the provided outside air CFM and exhaust air CFM meets or exceeds the minimum requirements of 2018 VMC Section 403.3.1.1.	Ethan Scholl	
M-601	Mechanical	Exhaust air is missing in this ventilation calculation. Add it to verify that the provided exhaust air CFM meets or exceeds the minimum requirements of 2018 VMC Section 403.3.1.1.	Ethan Scholl	
M-601	Mechanical	This value should be rounded up to the next whole person. For example, if this value was 4.1, you would round it up to 5 people. As shown, it is 4.7, so round it up to 5 people. Revise.	Ethan Scholl	



UBOPL = OUBO Plan Reviews

OUBO Approval

This process closes and the CO17 Permit Application Process spawns.

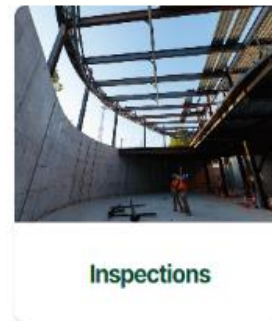
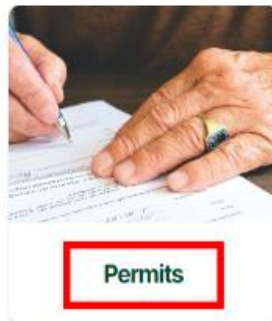
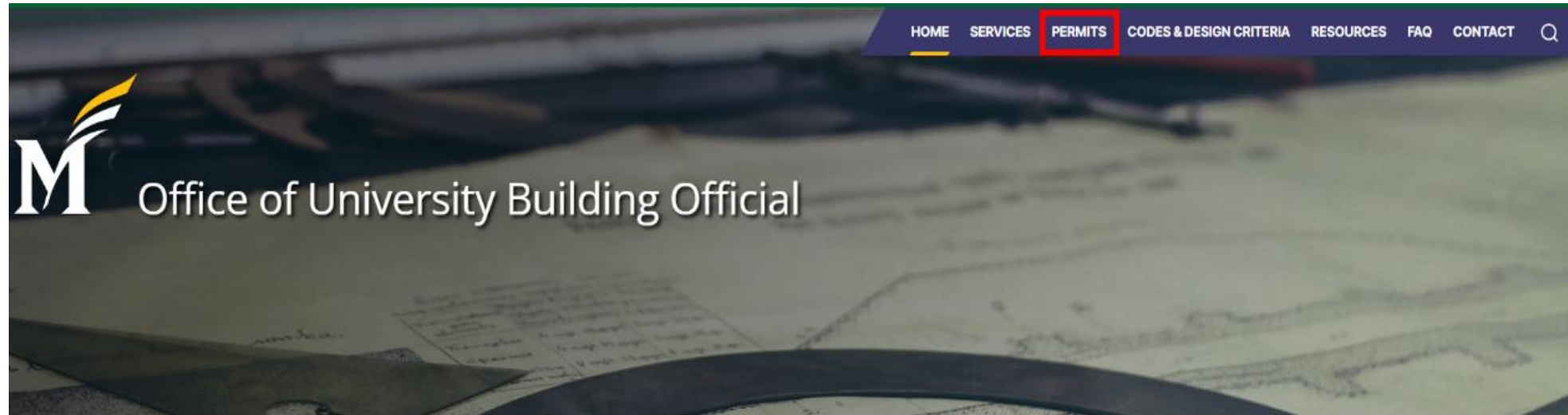
OUBO Approved Drawings shall be on site at all times.



CO17



CO17 = Permit Applications & Permits



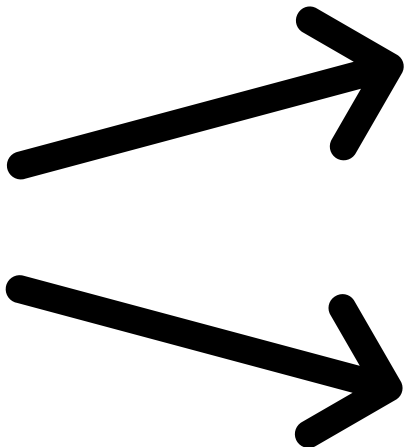
CO17 = Permit Applications & Permits

CO17 Authorization

When the Permit Application is authorized, required draft Permits are created.

When contractor information (license #, contact info) has been submitted, required Discipline Permits (CO17B, CO17E, CO17F, CO17M, etc.) may be issued.

CO17



The image displays four permit application forms from George Mason University, arranged in a 2x2 grid. Each form is titled with its respective permit type and includes a project description, building information, and a signature section. The forms are: Fire Suppression Permit (top-left), Electrical Permit (top-right), Building Permit (bottom-left), and Mechanical Permit (bottom-right). Each form has a 'Code Inspections will be performed by the Office of University Building Official (OUBO)' section at the bottom.



CO17 = Permit Applications & Permits

Required Inspections & Close-out Documents

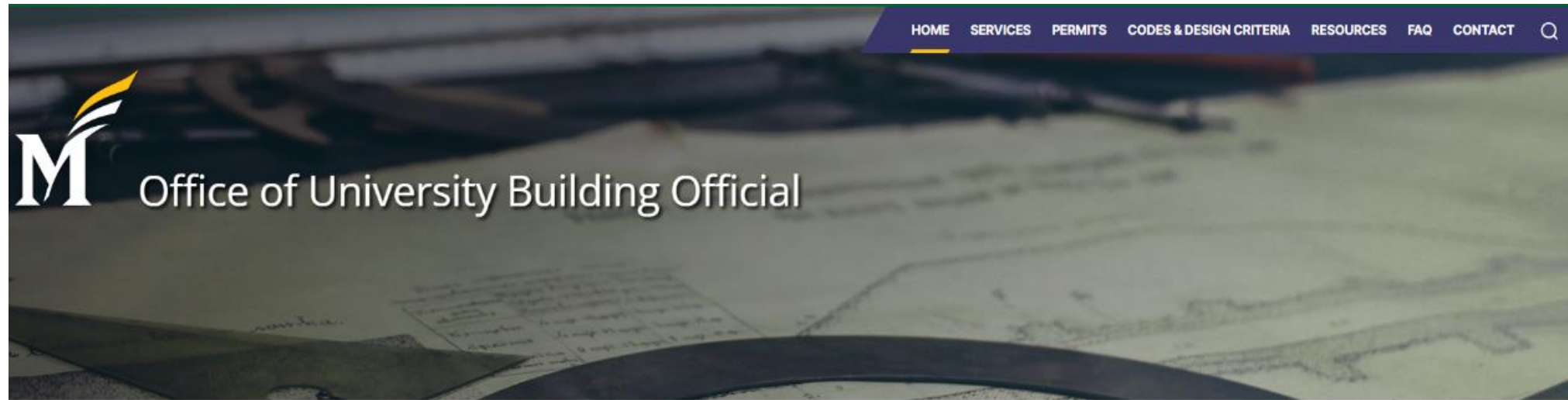
The required inspections and close-out documents for each permit are listed at the bottom of each Permit. The Final Inspection must "Pass" and the required close-out documents must be submitted to OUBO before the Permit can be closed.

OUBO Permits shall always be posted on site.

Code Inspections will be performed by the Office of University Building Official (OUBO).

MECHANICAL INSPECTIONS REQUIRED	Duct Construction, Final, Rough-in
REQUIRED DOCUMENTS	Testing and Balancing Report approved by Engineer of Record

UBOIR = OUBO Inspection Requests/Reports



UBOIR = OUBO Inspection Requests/Reports

Inspection Request

The UBORQ process no longer exists as it has merged with the UBOIR process.

New UBOIR processes spawn from the Permit issuance.

These processes sit in the GC's court until the inspection request is submitted.

Click on the inspection type you want, fill out the required fields, and submit.

Identify the preferred date/time for the inspection.

For multiple inspections, submit individual requests for each inspection type.

<input type="checkbox"/>	Process	Subject	Date Submitted ▲	Step
<input type="checkbox"/>	UBOIR - 15	OUBO Inspection for INNOVATION HALL - 0078 - Electrical Underground	05.08.2023	GC Request Inspection
<input type="checkbox"/>	UBOIR - 16	OUBO Inspection for INNOVATION HALL - 0078 - Electrical Rough-in	05.08.2023	GC Request Inspection
<input type="checkbox"/>	UBOIR - 17	OUBO Inspection for INNOVATION HALL - 0078 - Electrical Final	05.08.2023	GC Submit Electrical Final

UBOIR = OUBO Inspection Requests/Reports

Inspection Request

The Final inspection request page looks slightly different. The close-out checklist must be filled out before submitting in the Final inspection request.

Building:	INNOVATION HALL - 0078		
Permit Type:	Electrical		
* Inspection Location(s):	<input type="text"/>		
* Meeting Location:	<input type="text"/>		
* Requested Date/Time and Comments: ?	<input type="text"/>		

Building Inspection:	Rough-in	Building Inspection Result:	N/A
Demolition Inspection:		Demolition Inspection Result:	N/A
Electrical Inspection:		Electrical Inspection Result:	
Fire Alarm Inspection:		Fire Alarm Inspection Result:	N/A
Fire Suppression Inspection:		Fire Suppression Inspection Result:	N/A
Mechanical Inspection:		Mechanical Inspection Result:	N/A
Plumbing Inspection:		Plumbing Inspection Result:	N/A

Building:	INNOVATION HALL - 0078		
Permit Type:	Electrical		
* Inspection Location(s):	<input type="text"/>		
* Meeting Location:	<input type="text"/>		
* Requested Date/Time and Comments: ?	<input type="text"/>		

To schedule a final inspection, the following questions must be answered and documents provided as indicated.

- * E1: Exterior lighting illuminating the egress route from the exit to the public way tested and operational.
 YES N/A
- * E2: Parking lot and other site lighting operational.
 YES N/A
- * E3: Interior lighting fully operational.
 YES N/A
- * E4: Egress lighting tested and operational.
 YES N/A
- * E5: Emergency egress lighting tested and operational.
 YES N/A
- * E6: Exit signs tested and operational.
 YES N/A
- * E7: All required electrical circuits tested and operational.
 YES N/A
- * E8: Electrical face and cover plates (back, junction, pull, & panelboards) installed.
 YES N/A
- * E9: Generator(s) tested and operational.
 Emergency Legally Required Standby Optional Standby N/A
- * E10: Lightning protection inspection performed and UL Master Label provided.
 YES N/A
- * E11: Through penetration fire stop systems installed in accordance with listing and labels applied.
 YES N/A
- * E12: Panel Schedules provided for new and/or revised for renovated installations.
 YES N/A

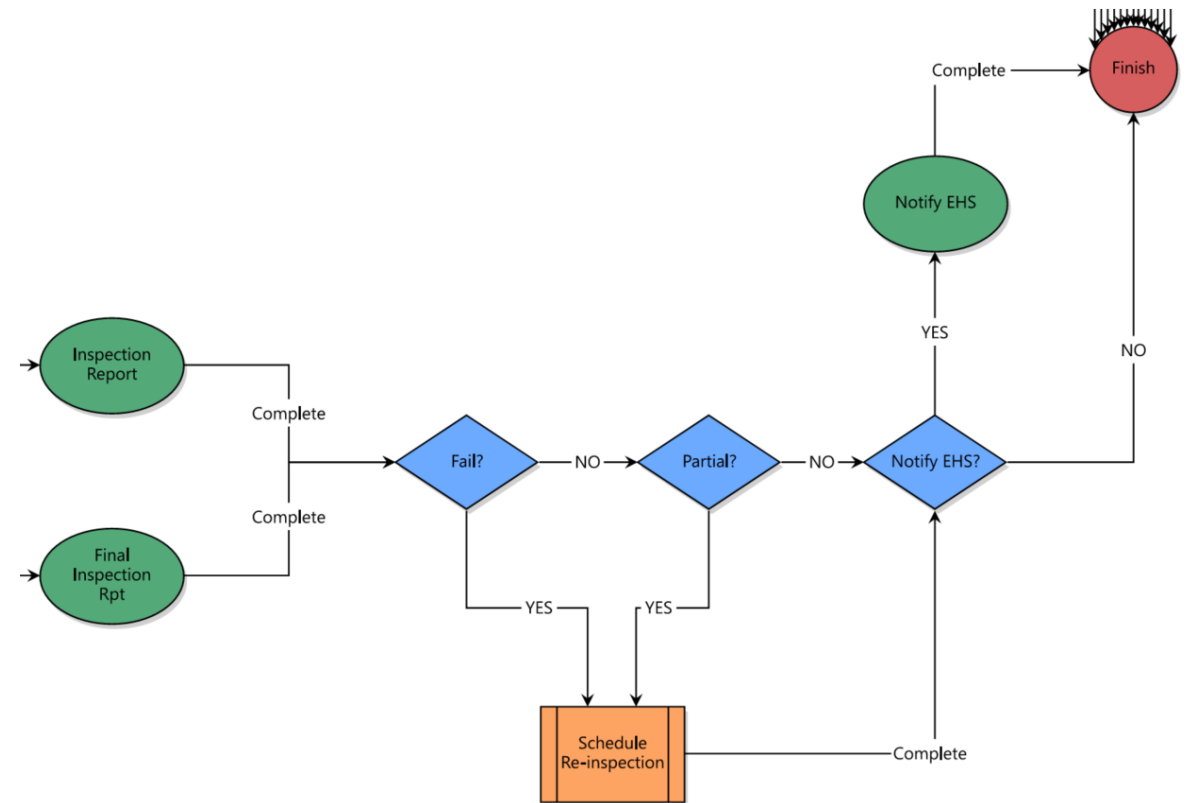
UBOIR = OUBO Inspection Requests/Reports

Partial Inspections & Failed Inspections

If an inspection fails, the report is issued as "Failed" and a new UBOIR process will spawn for that same inspection type. It will show up back in the GC's court to request another inspection when they are ready.

If an inspection is a partial that passes, the report is issued as a "Passed Partial" and a new UBOIR process will spawn for that same inspection type. It will show up back in the GC's court to request another inspection when they are ready.

All inspection types must have "Passed" before a request for a Final Inspection can be submitted.





QUESTIONS?

Learn More at [OUBO.GMU.EDU](https://oubo.gmu.edu)



MAY 2023 BUILDING SAFETY MONTH

Building Safety Month is an international campaign celebrated in May to raise awareness about building safety.

For more than 42 years, Building Safety Month has reinforced the need for the adoption of modern, regularly-updated building codes, and helps individuals, families and businesses understand what it takes to create safe and sustainable structures.

Mason's Office of University Building Official is hosting the following online training from 11:30 a.m. to 12:15 p.m. :

- May 10, 2023 OUBO Charter, HECO Chapter 11, OUBO Website Introduction & e-Builder
- May 16, 2023 HECO Chapter 7 & Related Appendices
- May 18, 2023 HECO Chapter 8 & Related Appendices - Part 1
- May 23, 2023 HECO Chapter 8 & Related Appendices - Part 2
- May 25, 2023 HECO Chapter 8 & Related Appendices - Part 3
- May 31, 2023 Additional Q&A, Follow-up Session

RSVP BY EMAILING OUBO@GMU.EDU

OUBO CONTACT INFORMATION

703-993-6070

oubo@gmu.edu

oubo.gmu.edu

