

Office of University Building Official (OUBO)

Building Safety Month Training Series

Session 6: OUBO e-Builder Processes Overview

Stakeholders: GMU Facilities, Contractors, & Registered Design Professionals

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Agenda

OUBO e-Builder Process Overview:

- Plan Review Process
- Permit Process
- Inspections Process
- Permit Close-out
- ASIs, RFIs, Submittals Processes

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



UBOPL = OUBO Plan Reviews

Unfinished Drafts | Import Processes

Processes For: Z912345 - zzz OUBO Test Project - User, GMU PM

Filter Processes

Search In Type of Process: All Processes

Status: All Statuses

Containing Text: [Empty]

Start Process

Processes Initiated By Me | Processes In My Court | All Processes

Draft | Open | Finished

Filter

Start a process on zzz OUBO Test Project

Cancel

Process Name	Description
OUBO Plan Review (UBOPL)	For PMs to submit construction documents for review by the OUBO.



UBOPL = OUBO Plan Reviews

OUBO is looking to improve this Process to include the old Project Re-evaluation (UBOPR).

If you would like to know if a Permit is required for your scope of work, submit the drawings as "Concept/Re-evaluation".

* Drawing Type: -- Please select an option --
* Drawing Requirements: Concept/Re-evaluation, Schematic, Preliminary, Working

e-Builder ?

OUBO Plan Review (UBOPL)

Start Process [Print] [Check Spelling] [Submit] [Save Draft] [Cancel]

Project: zzz OUBO Test Project
Project Number: Z912345
Process: OUBO Plan Review

Details Documents (0) Attached Processes (0) Attached Forms (0)

Instructions

UPDATE: For a project with multiple buildings, submit a plan review process for each building separately. The OUBO office will no longer accept a Plan Review Process for multiple buildings.

Tips to Avoid Common Review Errors

- Plan Review Checklist
- Administrative Plan Review Tips
- Architectural Review Tips
- Electrical Review Tips
- Fire Safety Review Tips
- Fire Alarm Review Tips
- Fire Sprinkler Review Tips
- Mechanical Review Tips
- Structural Review Tips

* Estimated Construction Start: 07.01.2023 [Calendar Icon]
* Estimated Construction End: 01.01.2024 [Calendar Icon]
* Building: VAN METRE HALL - 0402

* Drawing Type: Working

* Drawing Requirements: All items listed must be included on the drawings for OUBO review.
 Project Name and Project Number clearly identified and correct on all submitted drawings.
 Designer name, address, and contact information clearly identified on all submitted drawings.
 Submission date clearly identified on all submitted drawings.
 View title and drawing scale clearly identified on all submitted drawings (where applicable).
 A/E Seal signed, dated, and applied to all submitted drawings (when required).
 Drawing Submission Type is clearly identified (Schematic Drawings, Preliminary Drawings, Working Drawings, etc.)

* Drawings: TEST Working Drawings.pdf or [Browse Computer] [Browse e-Builder]

Project Manual: [Drag and drop file here] or [Browse Computer] [Browse e-Builder]
Statement of VUSBC Special Inspections (CO-6a and 6b): [Download File] [Drag and drop file here] or [Browse Computer] [Browse e-Builder]
Additional Comments: [Text Area]

[Print] [Check Spelling] [Submit] [Save Draft] [Cancel]



UBOPL = OUBO Plan Reviews

e-Builder ?

OUBO Plan Review (UBOPL) - 8 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project	Project Number: Z912345
Process Document: UBOPL - 8 Show History Current Actors	Overall Due Date:
Current Workflow Step: OUBO Admins Review Show Workflow Diagram	Step Due Date: 06.01.2023 07:41PM
Subject: OUBO Plan Review #OUBO-Z912345 - VAN METRE HALL - 0402 Working	
Status: Pending	

Details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

OUBO Review

- Select an option from the drop-down menu
 - **Create Bluebeam** = To forward to OUBO staff to create a Bluebeam session to review plans.
 - **Create Permit** = To start permit application if no Bluebeam session is required.
 - **PM Revise** = To send back to the PM for revision
 - **No Bluebeam** = To send comments back to PM and close process if no additional review is needed and a permit application does not need to be started.
 - **VOID** = If this is not a valid submission.

* EHS Notification: EHS will be notified once the drawing review is complete.

OUBO Comments:

Project Information

A/E: GMU Test AE	Building: VAN METRE HALL - 0402
Estimated Construction Start: 07.01.2023	Campus: Fairfax
Estimated Construction End: 01.01.2024	
Drawing Type: Working	

Drawing Requirements: All items listed must be included on the drawings for OUBO review. Project Name and Project Number clearly identified and correct on all submitted drawings. Designer name, address, and contact information clearly identified on all submitted drawings. Submission date clearly identified on all submitted drawings. View title and drawing scale clearly identified on all submitted drawings (where applicable). A/E Seal signed, dated, and applied to all submitted drawings (when required). Drawing Submission Type is clearly identified (Schematic Drawings, Preliminary Drawings, Working Drawings, etc.)

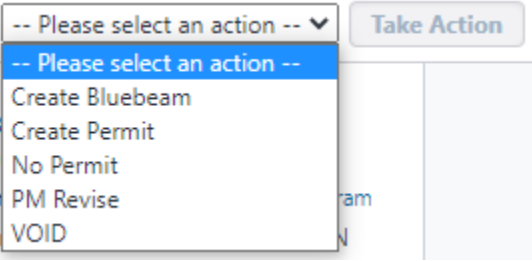
Drawings: **TEST Working Drawings.pdf** (version 1)
[Properties](#) | [Download \(667Bytes\)](#) | [Redline](#)

Project Manual:

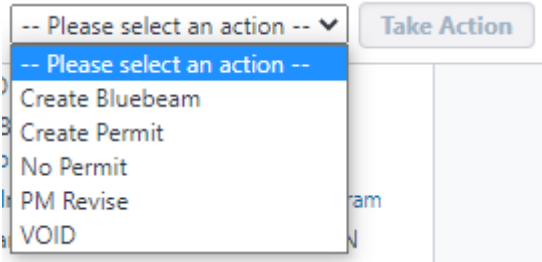
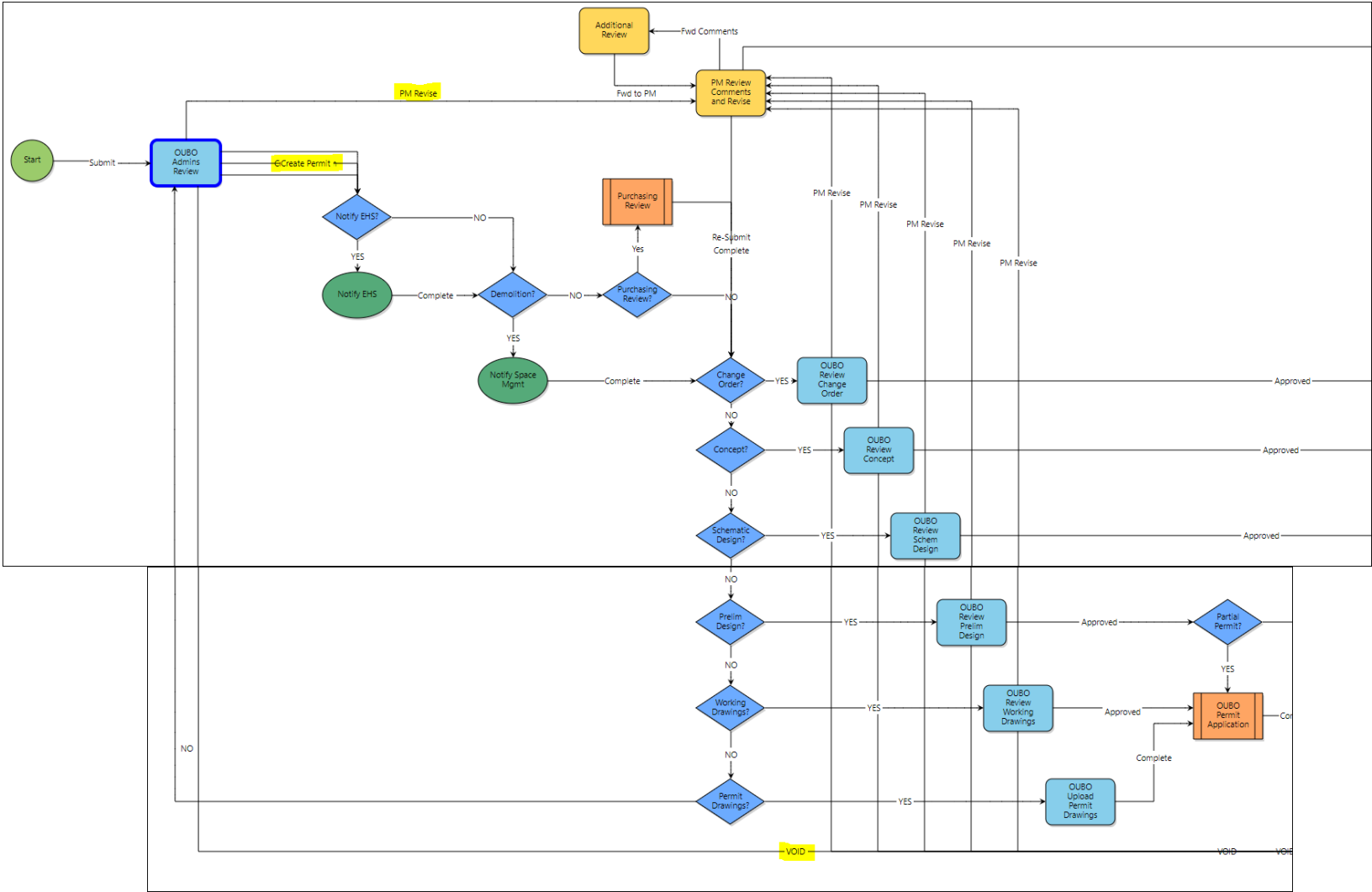
Statement of VUSBC Special Inspections (CO-6a and 6b): [Download File](#)

Additional Comments:

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel



UBOPL = OUBO Plan Reviews



UBOPL = OUBO Plan Reviews

e-Builder

OUBO Plan Review (UBOPL) - 8 Delete Instance Workflow Override All Fields View

Accept Decline -- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project
 Process Document: UBOPL - 8
 Current Workflow Step: OUBO Review Working Drawings Show Workflow Diagram
 Subject: OUBO Plan Review #OUBO-Z912345 - VAN METRE HALL - 0402 Working
 Status: Pending

Project Number: Z912345
 Overall Due Date:
 * Step Due Date: 06.12.2023 08:00pm

Instructions

1. Open Bluebeam and sign into Bluebeam Studio (building icon)
2. Create a new Studio Session by clicking on the plus sign in the top right of the studio window
3. Input a session name and add the relevant documents
4. Set session expiration date if desired
5. Click **OK** and add session participants in the next window
6. Once Bluebeam review is complete, upload Bluebeam file to Bluebeam File field and exported comments to Drawing Comments field.
7. Select one of the following options:
 - a. **Approved**: All required fields must be completed
 - b. **PM Revise**: Process will get sent back to PM.

OUBO Review

Upload OUBO Review File and Comments under the Comments tab.

- * EHS Notification: EHS will be notified once the drawing review is complete. No
- * Structure Demolition Permit Required: No
- * Building/Structural Review: -- Please select an option --
- * Electrical Review: -- Please select an option --
- * Fire Alarm/Fire Suppression Review: -- Please select an option --
- * Mechanical/Plumbing Review: -- Please select an option --

OUBO Comments

* Date of Approved Drawings: Provide date on permit stamp

* Permit Drawings: Drag and drop file here or Browse Computer Browse e-Builder

Approved Project Manual: Drag and drop file here or Browse Computer Browse e-Builder

Project Information

A/E: GMU Test AE
 Estimated Construction Start: 07.01.2023
 Estimated Construction End: 01.01.2024
 Drawing Type: Working
 Drawing Requirements: All items listed must be included on the drawings for OUBO review. Project Name and Project Number clearly identified and correct on all submitted drawings. Designer name, address, and contact information clearly identified on all submitted drawings. Submission date clearly identified on all submitted drawings. View title and drawing scale clearly identified on all submitted drawings (where applicable). A/E Seal signed, dated, and applied to all submitted drawings (when required). Drawing Submission Type is clearly identified (Schematic Drawings, Preliminary Drawings, Working Drawings, etc.)

Drawing Description: Drawings: TEST Working Drawings.pdf (version 1)
 Project Manual: [Download File](#)
 Statement of VUSBC Special Inspections (CO-6a and 6b): [Download File](#)
 Additional Comments:

-- Please select an action -- Take Action

-- Please select an action --

- Approved
- PM Revise
- Void

Inspection(s)

* Building Permit Required: No Building Inspection Type(s): * Building Required Document(s): No Required Documents

* Demolition Permit Required: No Demolition Inspection Type(s):

* Electrical Permit Required: Yes Electrical Inspection Type(s): Temp. Service Underground Underlab Rough-in Permanent Service Final (partial) Final Solar

* Fire Alarm Permit Required: Yes Fire Alarm Inspection Type(s): Rough-in Elevator fire/smoke detection Final Test * Fire Alarm Required Document(s): As-built Record Drawings (updated shop drawings reflecting actual installation) in the documentation cabinet (on-site). Documentation of Central Station service provided per NFPA 72. Final Record of Completion after system testing is witnessed by OUBO. Owner's Manual and manufacturer's instructions covering all system equipment submitted to Facilities, per NFPA 72. Prior to requesting final approval of fire alarm, detection, signaling and/or mass notification systems, provide documentation indicating system is installed in accordance with approved plans and tested in accordance with the manufacturer's instructions and code requirements, per NFPA 72. Integrated testing for suppression system releasing alarm equipment, elevator emergency operations, smoke damper operation, etc. to be pre-coordinated with all trades for final acceptance testing. Record copy of site-specific software submitted to Facilities, per NFPA 72. Testing of Integrated Fire and Life Safety Systems Record of Completion (NFPA 4 document) provided after system testing is witnessed by OUBO.

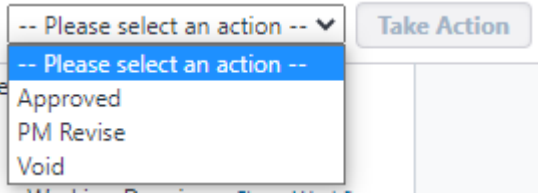
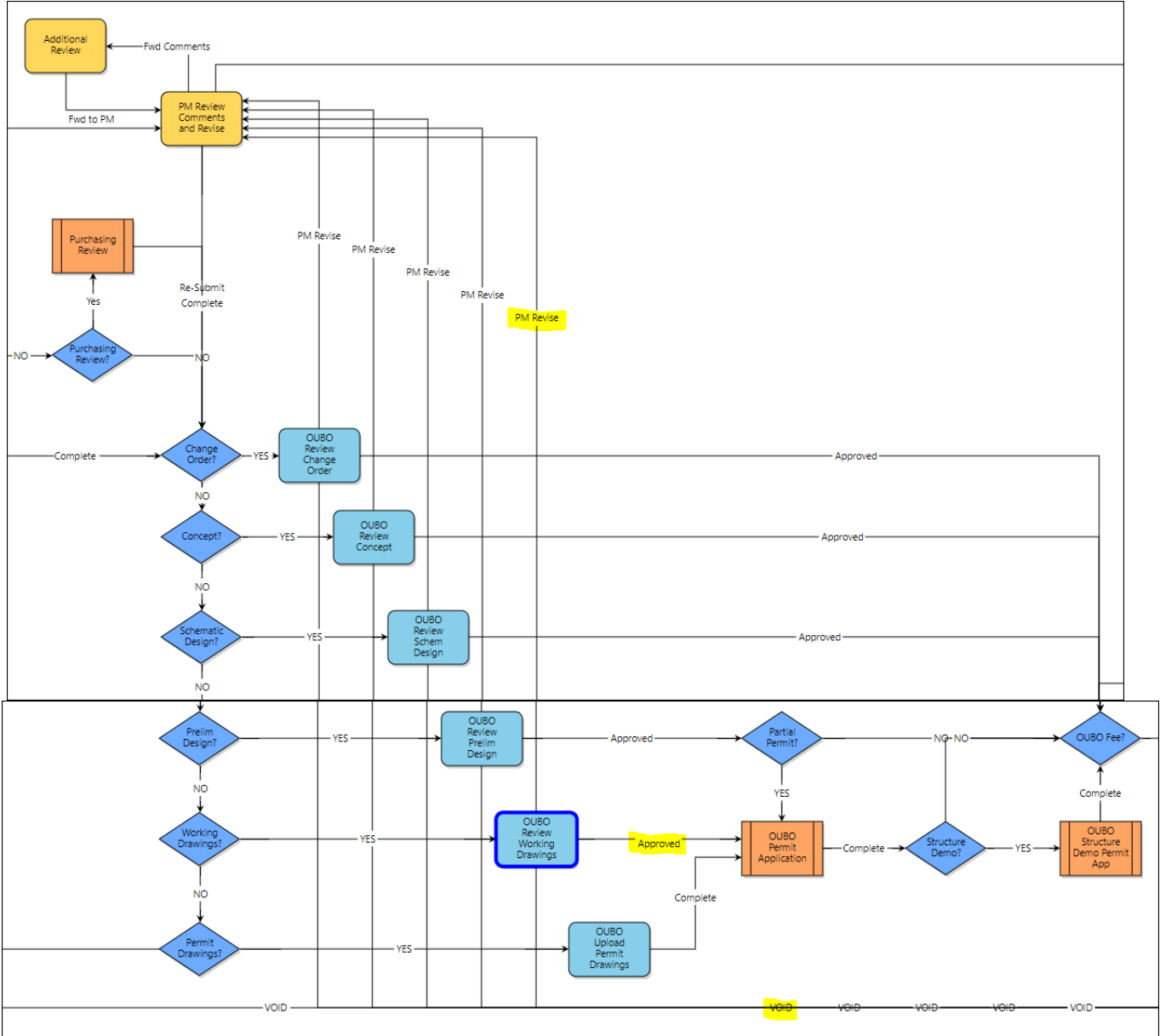
* Fire Suppression Permit Required: No Fire Suppression Inspection Type(s): * Fire Suppression Required Document(s): No Required Documents

* Mechanical Permit Required: No Mechanical Inspection Type(s): * Mechanical Required Document(s): No Required Documents

* Plumbing Permit Required: No Plumbing Inspection Type(s): * Plumbing Required Document(s): No Required Documents

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

UBOPL = OUBO Plan Reviews



UBOPL = OUBO Plan Reviews

e-Builder

OUBO Plan Review (UBOPL) - 8 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	UBOPL - 8 <a>Show History <a>Current Actors	Overall Due Date:	
Current Workflow Step:	PM Review Comments and Revise <a>Show Workflow Diagram	Step Due Date:	
Subject:	OUBO Plan Review #OUBO-Z912345 - VAN METRE HALL - 0402 Working		
Status:	Pending		

Details Comments (2) Documents (3) Attached Processes (0) Attached Forms (0) Attached To (1)

Instructions

Review OUBO Review File and Comment under the Comments tab.

Upload Drawing Response(s) and Revised Drawings under the Comments tab.

If you need to forward the process to another e-Builder user (i.e. A/E), select **Fwd Comments** from the drop-down menu and click the **Take Action** button. You will select the user(s) to send the process to on the next screen.

OUBO Review File:

OUBO Review Comments:

OUBO Comments:

Project Information

If there are **multiple buildings** in the drawings, please list all buildings separately.

Tips to Avoid Common Review Errors

- Plan Review Checklist
- Administrative Plan Review Tips
- Architectural Review Tips
- Electrical Review Tips
- Fire Safety Review Tips
- Fire Alarm Review Tips
- Fire Sprinkler Review Tips
- Mechanical Review Tips
- Structural Review Tips

* Estimated Construction Start: 07.01.2023

* Estimated Construction End: 01.01.2024

* Building: VAN METRE HALL - 0402

* Drawing Type: Working

* Drawing Requirements:

All items listed must be included on the drawings for OUBO review.

- Project Name and Project Number clearly identified and correct on all submitted drawings.
- Designer name, address, and contact information clearly identified on all submitted drawings.
- Submission date clearly identified on all submitted drawings.
- View title and drawing scale clearly identified on all submitted drawings (where applicable).
- A/E Seal signed, dated, and applied to all submitted drawings (when required).
- Drawing Submission Type is clearly identified (Schematic Drawings, Preliminary Drawings, Working Drawings, etc.)

* Drawings:

TEST Working Drawings.pdf (version 1)
Properties | Download (6678bytes) | Redline | Remove

Project Manual:

Statement of VUSBC Special Inspections (CO-5a and 5b):

Additional Comments:

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

e-Builder

OUBO Plan Review (UBOPL) - 8 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	UBOPL - 8 <a>Show History <a>Current Actors	Overall Due Date:	
Current Workflow Step:	PM Review Comments and Revise <a>Show Workflow Diagram	Step Due Date:	
Subject:	OUBO Plan Review #OUBO-Z912345 - VAN METRE HALL - 0402 Working		
Status:	Pending		

Details Comments (2) Documents (3) Attached Processes (0) Attached Forms (0) Attached To (1)

Request Comment Comment

Private Comment

Make Private **Ethan Scholl, GMU University Building Official** 05.30.2023 8:09 PM
Revise and resubmit.

Make Private **Ethan Scholl, GMU University Building Official** 05.30.2023 8:09 PM
See attached reviewed drawings and review comments.

Files Attached (2):

OUBO Review Comments.xlsx (Version 1)
Properties | Download | Print | Redline | Remove

TEST Working Drawings_OUBO REVIEWED.pdf (Version 1)
Properties | Download | Redline | Remove

[Download All Attached Files \(.zip\)](#)

Request Comment Comment

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

-- Please select an action --

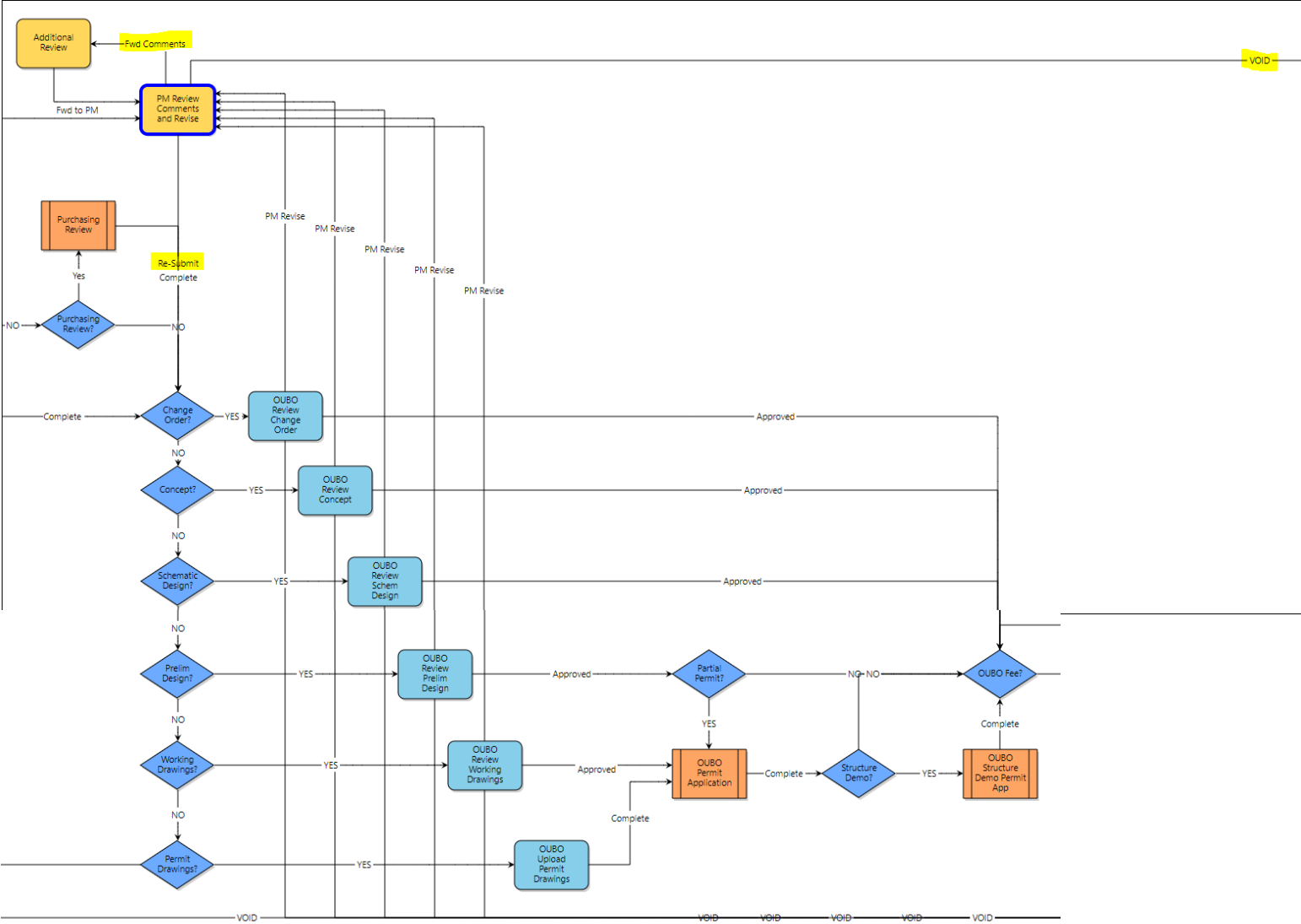
Re-Submit

Fwd Comments

VOID



UBOPL = OUBO Plan Reviews



-- Please select an action --

- Please select an action --
- Re-Submit
- Fwd Comments
- VOID



UBOPL = OUBO Plan Reviews

OUBO Plan Review (UBOPL) - 8

Project: zzz OUBO Test Project
 Process Document: UBOPL - 8
 Current Workflow Step: OUBO Review Working Drawings Show Workflow Diagram
 Subject: OUBO Plan Review #OUBO-Z912345 - VAN METRE HALL - 0402 Working
 Status: Pending

Project Number: Z912345
 Overall Due Date: 06.12.2023 08:00pm

-- Please select an action --

Take Action

- Approved
- PM Revise
- Void

Details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (1)

- Instructions**
1. Open Bluebeam and sign into Bluebeam Studio (building icon)
 2. Create a new Studio Session by clicking on the plus sign in the top right of the studio window
 3. Input a session name and add the relevant documents
 4. Set session expiration date if desired
 5. Click **OK** and add session participants in the next window
 6. Once Bluebeam review is complete, upload Bluebeam file to Bluebeam File field and exported comments to Drawing Comments field.
 7. Select one of the following options:
 - a. **Approved**: All required fields must be completed
 - b. **PM Revise**: Process will get sent back to PM.

OUBO Review

Upload OUBO Review File and Comments under the Comments tab.

- * EHS Notification: EHS will be notified once the drawing review is complete.
 - No
- * Structure Demolition Permit Required: For demolition or decrease in square footage of existing building
 - No
- * Building/Structural Review: -- Please select an option --
- * Electrical Review: -- Please select an option --
- * Fire Alarm/Fire Suppression Review: -- Please select an option --
- * Mechanical/Plumbing Review: -- Please select an option --

OUBO Plan Review (UBOPL) - 8

Project: zzz OUBO Test Project
 Process Document: UBOPL - 8
 Current Workflow Step: OUBO Review Working Drawings Show Workflow Diagram
 Subject: OUBO Plan Review #OUBO-Z912345 - VAN METRE HALL - 0402 Working
 Status: Pending

Project Number: Z912345
 Overall Due Date: 06.12.2023 08:30pm

Details Comments (3) Documents (5) Attached Processes (0) Attached Forms (0) Attached To (1)

Request Comment Comment

Private Comment

Ethan Scholl, GMU University Building Official 05.30.2023 8:20 PM
See attached updated drawings and comment responses.

Files Attached (2):

- OUBO Review Comments Responses.xlsx (Version 1)
- TEST Working Drawings.pdf (Version 2)

Download All Attached Files (.zip)

Ethan Scholl, GMU University Building Official 05.30.2023 8:09 PM
Revise and resubmit.

Ethan Scholl, GMU University Building Official 05.30.2023 8:09 PM
See attached reviewed drawings and review comments.

Files Attached (2):

- OUBO Review Comments.xlsx (Version 1)
- TEST Working Drawings_OUBO REVIEWED.pdf (Version 1)

Download All Attached Files (.zip)

Request Comment Comment

Inspection(s)

* Building Permit Required: No Building Inspection Type(s): No Required Documents

* Demolition Permit Required: No Demolition Inspection Type(s):

* Electrical Permit Required: Yes Electrical Inspection Type(s):

- Temp. Service
- Underground
- Underlab
- Rough-in
- Permanent Service
- Final (partial)
- Final
- Solar

* Fire Alarm Permit Required: Yes Fire Alarm Inspection Type(s):

- Rough-in
- Elevator fire/smoke detection
- Final Test

 * Fire Alarm Required Document(s):

- As-built Record Drawings (updated shop drawings reflecting actual installation) in the documentation cabinet (on-site).
- Documentation of Central Station service provided per NFPA 72.
- Final Record of Completion after system testing is witnessed by OUBO.
- Owner's Manual and manufacturer's instructions covering all system equipment submitted to Facilities, per NFPA 72.
- Prior to requesting final approval of fire alarm, detection, signaling and/or mass notification systems, provide documentation indicating system is installed in accordance with approved plans and tested in accordance with the manufacturer's instructions and code requirements, per NFPA 72. Integrated testing for suppression system releasing alarm equipment, elevator emergency operations, smoke damper operation, etc. to be pre-coordinated with all trades for final acceptance testing.
- Record copy of site-specific software submitted to Facilities, per NFPA 72.
- Testing of Integrated Fire and Life Safety Systems Record of Completion (NFPA 4 document) provided after system testing is witnessed by OUBO.

* Fire Suppression Permit Required: No Fire Suppression Inspection Type(s):
 * Fire Suppression Required Document(s): No Required Documents

* Mechanical Permit Required: No Mechanical Inspection Type(s):
 * Mechanical Required Document(s): No Required Documents

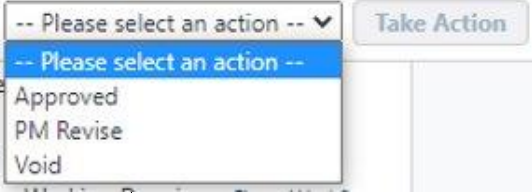
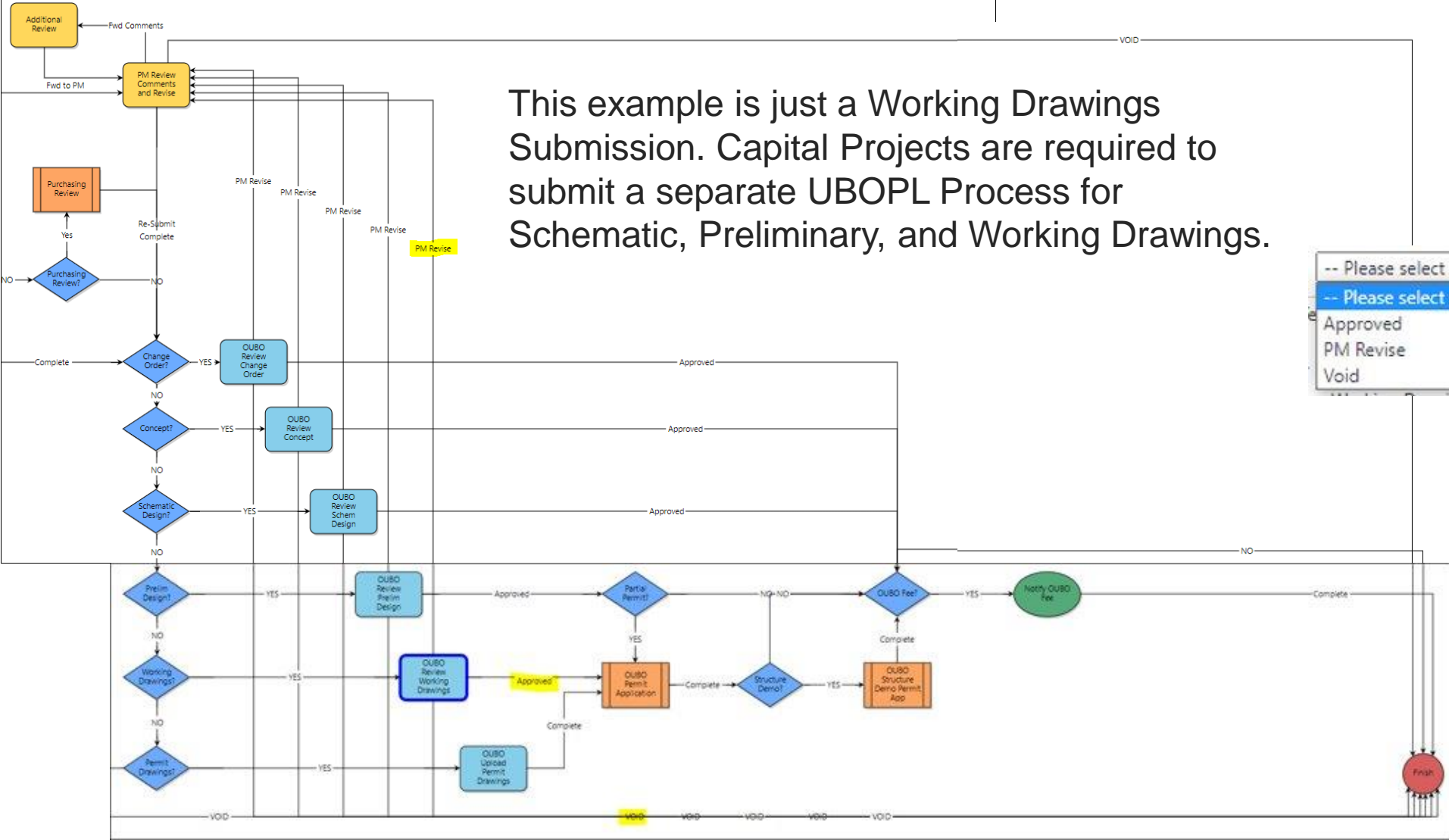
* Plumbing Permit Required: No Plumbing Inspection Type(s):
 * Plumbing Required Document(s): No Required Documents

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel



UBOPL = OUBO Plan Reviews

This example is just a Working Drawings Submission. Capital Projects are required to submit a separate UBOPL Process for Schematic, Preliminary, and Working Drawings.



UBOPL = OUBO Plan Reviews

OUBO Approval

The UBOPL process closes and the CO17 Permit Application Process spawns. This is only for Working Drawing Review.



CO17



CO17 = Permit Application

CO17 Process

Spawns from OUBO Approval of Working Drawings in UBOPL Process.

e-Builder

OUBO Permit Application (CO17) - 13

Project: zzz OUBO Test Project
Process Document: CO17 - 13
Current Workflow Step: PM submit Non-Capital Permit App Show Workflow Diagram
Subject: OUBO Permit Application #OUBO-Z912345 - VAN METRE HALL - 0402
Status: Submitted

Project Number: Z912345
Overall Due Date:
Step Due Date:

Permit Application

Building: VAN METRE HALL - 0402
Date of Approved Drawings: 05.30.2023
Approved Drawings: [TEST Working Drawings_OUBO APPROVED PERMIT DWGS.pdf](#) (version 2)
Properties | Download (667Bytes) | Redline

* Designer: GMU Test AE
* General Contractor: [Lookup]
* GC Contact Name, Phone, License #: GMU Test GC, GC Phone #, GC License #
* Estimated Construction Cost: 500,000
* Estimated Construction Start: 07.01.2023
* Estimated Construction End: 01.01.2024
* Scope of Work (short description): OUBO Test Project
* Campus: Fairfax
* Room/Area: 1st Floor

Building - Code/Standards Data

* Building Code Edition: USBC 2018
* Seismic Design Category: N/A

Fire Protection Systems

* NFPA Standard Edition: NFPA 13
* Integrated Testing: Not Required
* Fire Suppression:
 Required, Full
 Required, Partial
 Not Required
 N/A
* Fire Detection & Alarm Systems:
 Manual Alarm
 Full Automatic Alarm
 Partial Automatic Alarm
 N/A

Security Systems

* Security System:
 None
 Delayed Egress
 Access Controls
 N/A

Asbestos Statement

When buildings that were built before 1985 are renovated or demolished, Section 110.3 of the Virginia Uniform Statewide Building Code requires that they be inspected for the presence of asbestos and that appropriate response be taken.

The abatement area will not be reoccupied until all required response actions have been completed and found to be within regulated tolerances.

Go to the Virginia Department of Labor and Industry Asbestos FACT Sheet for additional information.

*A separate permit for asbestos removal is required from the DOLI.

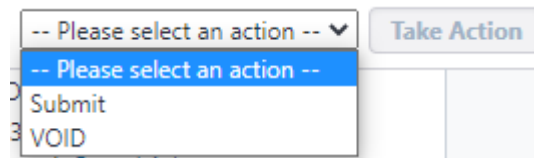
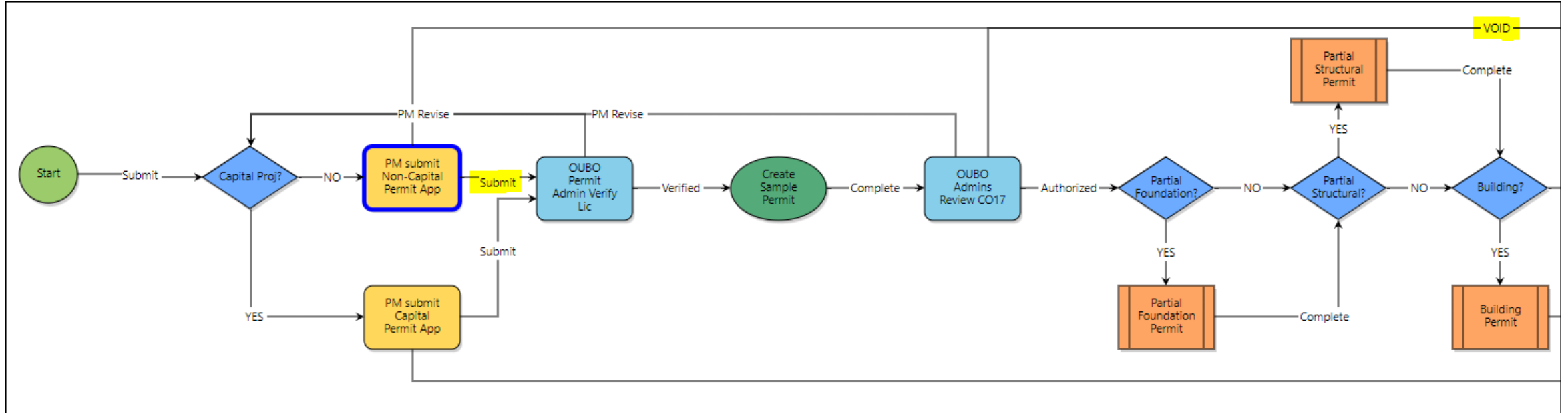
* Asbestos Statement:
 The building is exempt from this regulation.
 The materials to be removed or replaced are assumed to contain asbestos and the appropriate actions will be taken.
 The affected area of the building was inspected by personnel licensed in the Commonwealth of Virginia to identify the presence of asbestos. Provide inspector information below.

* Asbestos Reason:
 The structure was built after 01 January 1985.
 Combined amount of asbestos-containing material in the renovation/demolition is less than 260 linear feet on pipes.
 Combined amount of asbestos-containing material in the renovation/demolition is less than 160 square feet on other components (wall, floor, ceiling, duct, etc).
 Combined amount of asbestos-containing material in the renovation/demolition is less than 35 cubic feet when removed from facility components where length/area could not be measured prior to removal.

Asbestos Inspector Name and License:

-- Please select an action --
Take Action
-- Please select an action --
Submit
VOID

CO17 = Permit Application



CO17 = Permit Application

OUBO Permit Application (CO17) - 13

[Delete Instance](#) [Workflow Override](#) [All Fields View](#)

-- Please select an action -- [Take Action](#) [Check Spelling](#) [Print](#) [Copy](#) [Delegate](#) [Save](#) [Cancel](#)

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	CO17 - 13 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	OUBO Permit Admin Verify Lic. Show Workflow Diagram	Step Due Date:	
Subject:	OUBO Permit Application #OUBO-Z912345 - VAN METRE HALL - 0402		
Status:	Submitted		

-- Please select an action -- [Take Action](#)

-- Please select an action --

- Verified
- PM Revise
- Current Actors

[Details](#) [Comments \(0\)](#) [Documents \(1\)](#) [Attached Processes \(1\)](#) [Attached Forms \(0\)](#) [Attached To \(0\)](#)

OUBO Review

Check GC info at <https://www.dpor.virginia.gov/LicenseLookup>

* Building Permit Required:	No	* Partial Structural Permit Required:	No
* Demolition Permit Required:	No	* Partial Foundation Permit Required:	No
* Electrical Permit Required:	Yes		
* Fire Alarm Permit Required:	Yes		
* Fire Suppression Permit Required:	No		
* Mechanical Permit Required:	No		
* Plumbing Permit Required:	No		
* Special Inspections Required:	No		

Comments:

Permit Application

Building: VAN METRE HALL - 0402
 Date of Approved Drawings: 05-30-2023
 Approved Drawings: [TEST Working Drawings, OUBO APPROVED PERMIT DWGS.pdf \(version 2\)](#)
Properties | Download (667Bytes) | Redline
 Designer: GMU Test AE
 GC Contact Name, Phone, License #:
 Estimated Construction Start: 07.01.2023
 Estimated Construction End: 01.01.2024
 Scope of Work (short description): OUBO Test Project

Building - Code/Standards Data

Building Code Edition: USBC 2018
 Building Code Parts: -- Please select an option --
 Accessibility Standards: 2010 ASAD
 Occupancy & Use:
 Occupant Load:

Building Group Show Filter Row Height: 1X

#	Mixed Use	Building Groups
Grand Totals (0 Items)		

Building - Code/Standards Data

Type of Construction: -- Please select an option --
 Building Height (feet):
 Number of Stories:
 Gross Area (sqft):

Floor Live Load Show Filter Row Height: 1X

#	Amount (in psf)	Name
Grand Totals (0 Items)		

Fire Protection Systems

Fire Suppression: Required, Full
 Required, Partial
 Not Required
 N/A

Fire Detection & Alarm Systems: Manual Alarm
 Full Automatic Alarm
 Partial Automatic Alarm
 N/A

Security Systems

Security System: None
 Delayed Egress
 Access Controls
 N/A

Conveyors

of New Elevators:
 # of Existing Elevators:
 # of New Other Conveyors:
 # of Existing Other Conveyors:

Asbestos Statement

When buildings that were built before 1985 are renovated or demolished, Section 110.3 of the Virginia Uniform Statewide Building Code requires that they be inspected for the presence of asbestos and that appropriate response be taken.

The abatement area will not be reoccupied until all required response actions have been completed and found to be within regulated tolerances. Go to the Virginia Department of Labor and Industry Asbestos FACT Sheet for additional information.

*A separate permit for asbestos removal is required from the DOLI.

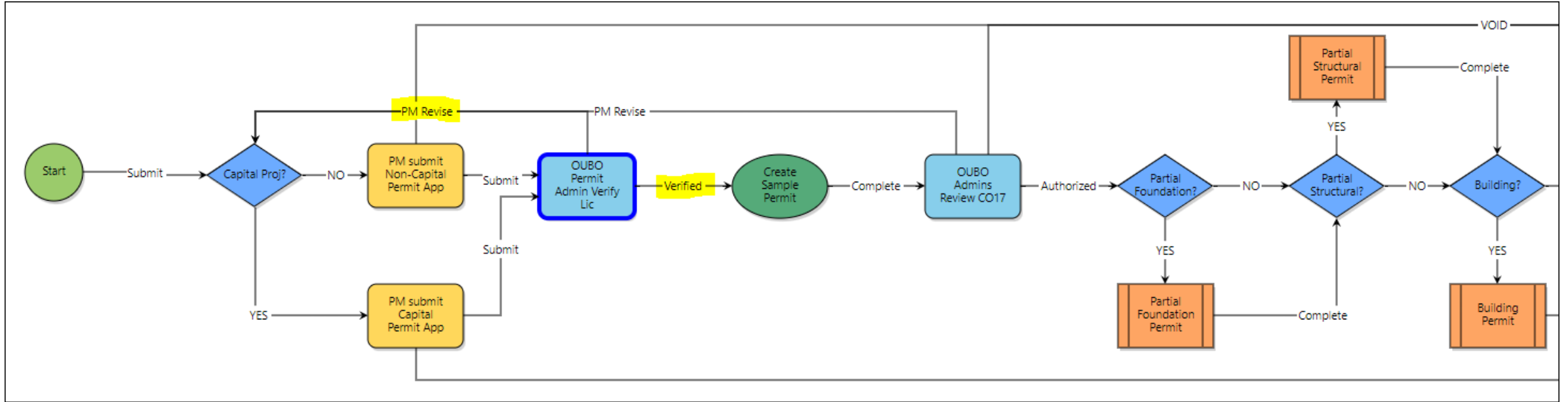
Asbestos Statement: The building is exempt from this regulation.
 The materials to be removed or replaced are assumed to contain asbestos and the appropriate actions will be taken.*
 The affected area of the building was inspected by personnel licensed in the Commonwealth of Virginia to identify the presence of asbestos. Provide inspector information below.

Asbestos Reason: The structure was built after 01 January 1985.
 Combined amount of asbestos-containing material in the renovation/demolition is less than 260 linear feet on pipes.
 Combined amount of asbestos-containing material in the renovation/demolition is less than 160 square feet on other components (wall, floor, ceiling, duct, etc).
 Combined amount of asbestos-containing material in the renovation/demolition is less than 35 cubic feet when removed from facility components where length/area could not be measured prior to removal.

Asbestos Inspector Name and License:

-- Please select an action -- [Take Action](#) [Check Spelling](#) [Print](#) [Copy](#) [Delegate](#) [Save](#) [Cancel](#)

CO17 = Permit Application



-- Please select an action --
-- Please select an action --
Verified
PM Revise
Current Actors

Take Action



CO17 = Permit Application

e-Builder

OUBO Permit Application (CO17) - 13

Project: zzz OUBO Test Project
 Process Document: CO17 - 13
 Current Workflow Step: OUBO Admins Review CO17 Show Workflow Diagram
 Subject: OUBO Permit Application #OUBO-Z912345 - VAN METRE HALL - 0402
 Status: Submitted

Project Number: Z912345
 Overall Due Date:
 Step Due Date:

Details | Comments (0) | Documents (2) | Attached Processes (1) | Attached Forms (0) | Attached To (0)

Sample Permit: **CO17-00013 - OUBO Permit Application #OUBO-Z912345 - VAN METRE HALL - 0402 - SAMPLE.pdf** (version 1)
 Properties | Download (104.3KB) | Redline

General Conditions

All work shall be installed and inspected pursuant to the requirements set forth by VUSBC, ASAD, HECOM, Manufacturer Installation Instructions, and George Mason Design Manual.

- Contractor shall maintain all egress pathways clear of obstructions, and provide protective barriers preventing occupant access into the construction work zone.
- Contractor shall coordinate through Mason for any or all shutdowns of any utilities or building life safety systems.
- Contractor shall coordinate with Mason EH&S concerning "Hot Work" requirements and permits and fire watch procedures.

BUILDING OFFICIAL ACTION

Project Documents (plans, specifications & addenda) described above are approved for construction except:

- Erosion and Sediment Control plans and Storm water Management plans shall be approved by George Mason University, Land Development office.
- Demolition and/or any land disturbing activities within the construction limits shall conform to all federal, state, and local regulations for notices, safety, erosion and sediment control, environmental quality, and disposal and materials.

NO OTHER CHANGES to the above Work required pursuant to the VUSBC or HECOM shall be made without the written approval of the Office of the University Building Official.

The contractor may, without additional building permit, locate necessary office, storage and sanitary facilities on the jobsite during the construction period at locations suitable to the Owner provided such facilities are properly and safely installed, anchored, and maintained per applicable codes and standards.

OUBO Review

* Building Permit Required:	No	* Partial Structural Permit Required:	No
* Electrical Permit Required:	Yes	* Partial Foundation Permit Required:	No
* Demolition Permit Required:	No		
* Fire Alarm Permit Required:	Yes		
* Fire Suppression Permit Required:	No		
* Mechanical Permit Required:	No		
* Plumbing Permit Required:	No		
* Special Inspections Required:	No		

Comments:

Permit Application

Campus: Fairfax
 Building: VAN METRE HALL - 0402
 Room/Area: 1st Floor
 Date of Approved Drawings: 05-30-2023
 Approved Drawings: **TEST Working Drawings_OUBO APPROVED PERMIT DWGS.pdf** (version 2)
 Properties | Download (6878Kb) | Redline
 GC Contact Name, Phone, License #: GMU Test GC, GC Phone #, GC License #
 Estimated Construction Start: 07/01/2023
 Estimated Construction End: 01/01/2024
 Scope of Work (short description): OUBO Test Project

Building - Code/Standards Data

Building Code Edition: USBC 2018
 Building Code Parts: -- Please select an option --
 Accessibility Standards: 2010 ASAD

Occupancy & Use:
 Occupant Load:

Building Group Show Filter Row Height: 1X

#	Mixed Use	Building Groups
Grand Totals (0 Items)		

Building - Code/Standards Data

Type of Construction: -- Please select an option --
 Building Height (feet):
 Number of Stories:
 Gross Area (gsf):

Floor Live Load Show Filter Row Height: 1X

#	Amount (in psf)	Name
Grand Totals (0 Items)		

Building - Code/Standards Data

Roof Live Load (psf):
 Wind Speed (mph):
 Wind Exposure Category: -- Please select an option --
 Soil Bearing Capacity (psf):
 Risk Category: -- Please select an option --
 Site Class: -- Please select an option --
 Seismic Design Category: N/A

Fire Protection Systems

Fire Suppression: Required, Full
 Required, Partial
 Not Required
 N/A

Fire Detection & Alarm Systems: Manual Alarm
 Full Automatic Alarm
 Partial Automatic Alarm
 N/A

Security Systems

Security System: None
 Delayed Egress
 Access Controls
 N/A

Conveyors

of New Elevators:
 # of Existing Elevators:
 # of New Other Conveyors:
 # of Existing Other Conveyors:

Asbestos Statement

When buildings that were built before 1985 are renovated or demolished, Section 110.3 of the Virginia Uniform Statewide Building Code requires that they be inspected for the presence of asbestos and that appropriate response be taken.

The abatement area will not be reoccupied until all required response actions have been completed and found to be within regulated tolerances. Go to the Virginia Department of Labor and Industry Asbestos FACT Sheet for additional information.

*A separate permit for asbestos removal is required from the DOLI.

Asbestos Statement: The building is exempt from this regulation.
 The materials to be removed or replaced are assumed to contain asbestos and the appropriate actions will be taken.*
 The affected area of the building was inspected by personnel licensed in the Commonwealth of Virginia to identify the presence of asbestos. Provide inspector information below.

Asbestos Reason: The structure was built after 01 January 1985.
 Combined amount of asbestos-containing material in the renovation/demolition is less than 260 linear feet on pipes.
 Combined amount of asbestos-containing material in the renovation/demolition is less than 160 square feet on other components (wall, floor, ceiling, duct, etc).
 Combined amount of asbestos-containing material in the renovation/demolition is less than 35 cubic feet when removed from facility components where length/area could not be measured prior to removal.

Asbestos Inspector Name and License:

-- Please select an action --

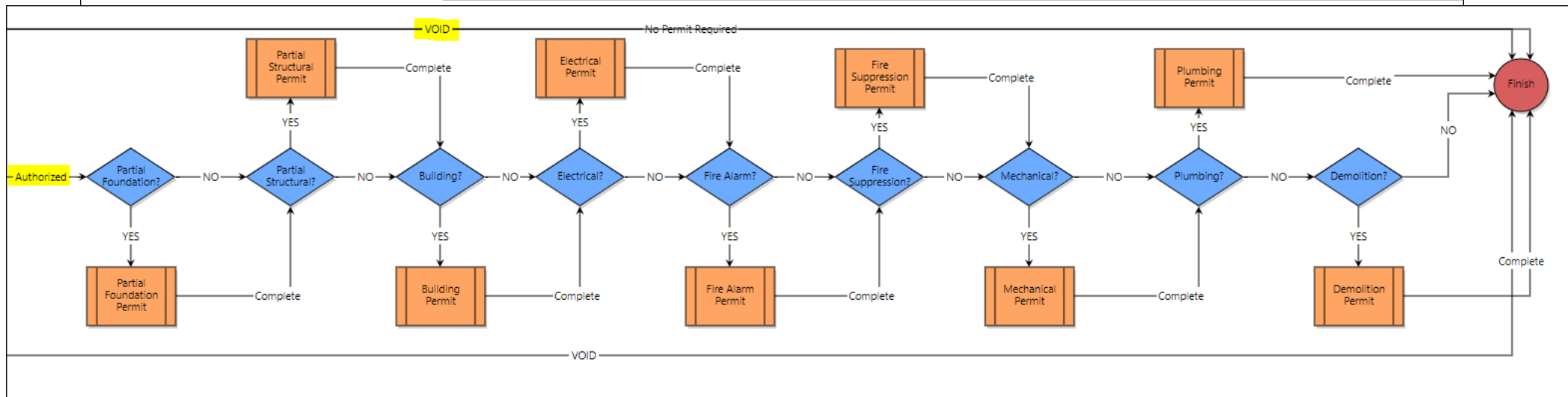
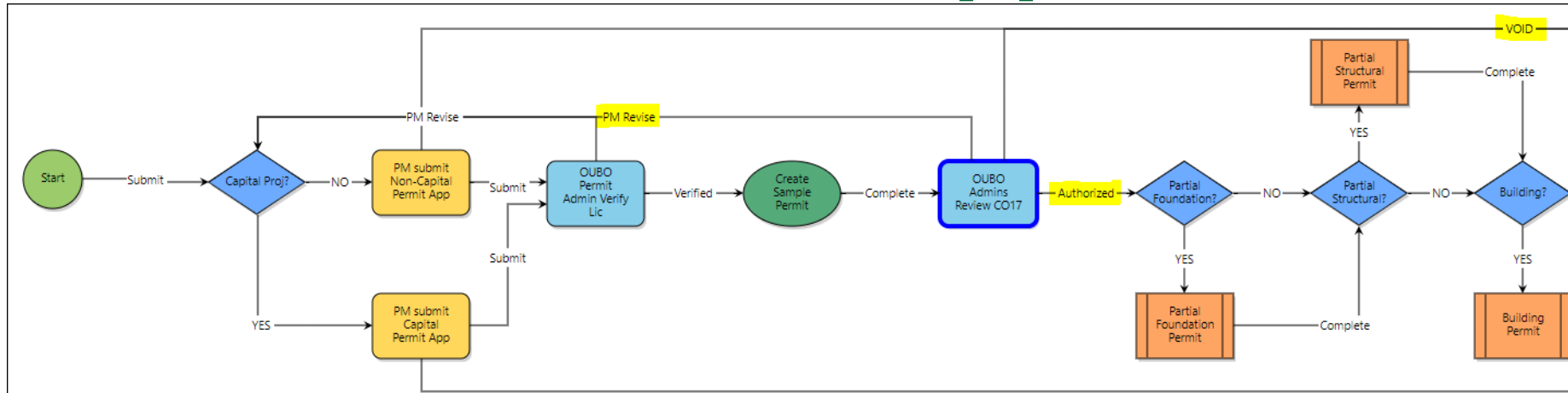
Take Action

-- Please select an action --

Authorized
 PM Revise
 Not Required



CO17 = Permit Application



-- Please select an action --

-- Please select an action --

- Authorized
- PM Revise
- Not Required



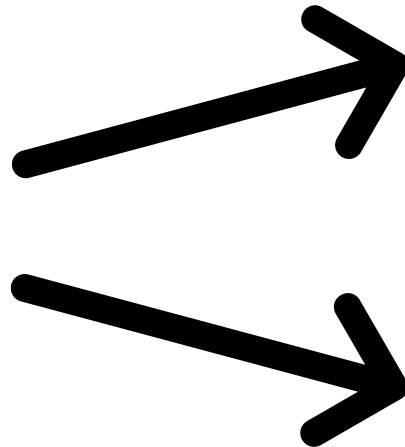
CO17 = Permit Application

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

Four permit application forms are displayed, each with a green border. The forms are: 1. FIRE SUPPRESSION PERMIT (top left), 2. ELECTRICAL PERMIT (top right), 3. BUILDING PERMIT (bottom left), and 4. MECHANICAL PERMIT (bottom right). Each form contains project details, building information, and inspection requirements. The forms are for project 221423 at Research Hall, issued in April 2023.

CO17E = Electrical Permit

CO17E Process

Spawns from OUBO Authorization of Permit Application in CO17 Process.

Individual Permit Processes spawn for each required Permit.

e-Builder

OUBO Permit - Electrical (CO17E) - 6 [Delete Instance] [Workflow Override] [All Fields View]

-- Please select an action -- [Take Action] [Check Spelling] [Print] [Copy] [Delegate] [Save] [Cancel]

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	CO17E - 6 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	GC1 submit Contractor info Show Workflow Diagram	Step Due Date:	
Subject:	OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402		
Status:	Pending		

Details [Comments (0)] [Documents (1)] [Attached Processes (1)] [Attached Forms (0)] [Attached To (0)]

Instructions

Please provide electrical contractor and DPOR License information below.

* Electrical Contractor, Contact Name, Phone, License No:

* Electrical DPOR License: TEST License.pdf or

Approved Drawings: [TEST Working Drawings_OUBO APPROVED PERMIT DWGS.pdf](#) (version 2)
[Properties](#) | [Download \(667Bytes\)](#) | [Redline](#)

Date of Approved Drawings: 05.30.2023

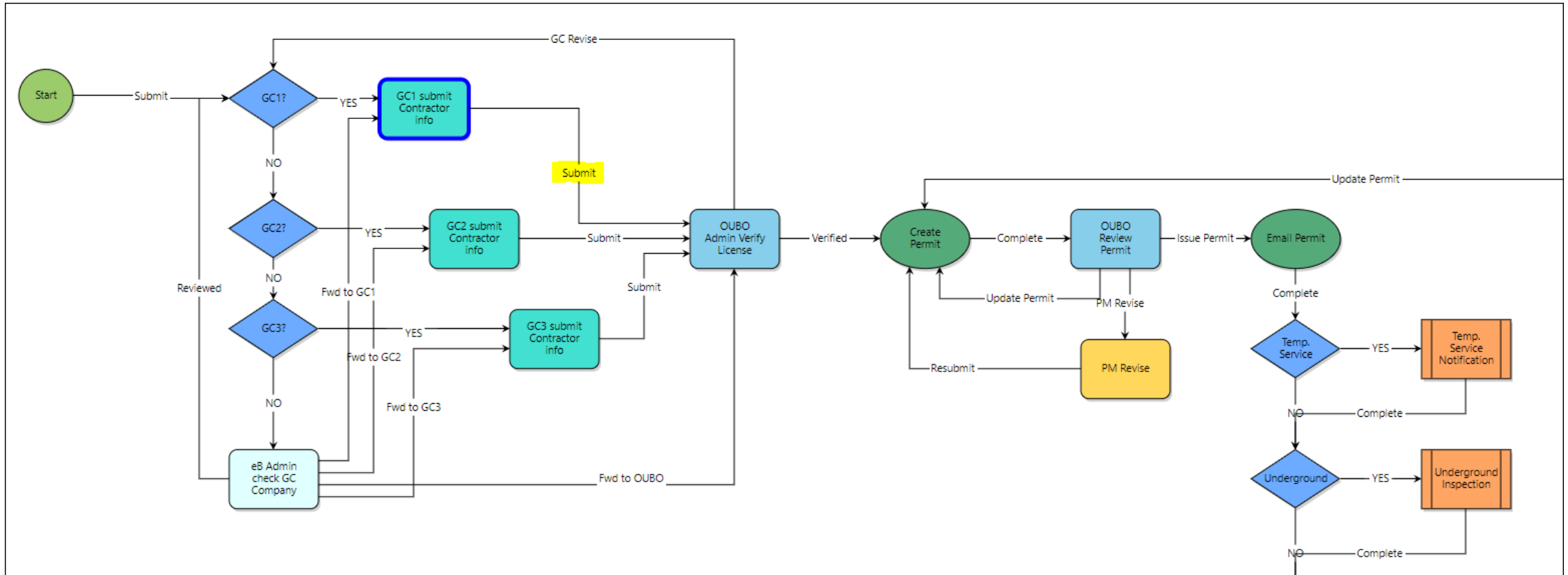
-- Please select an action -- [Take Action] [Check Spelling] [Print] [Copy] [Delegate] [Save] [Cancel]

-- Please select an action -- [Take Action]

-- Please select an action --

Submit

CO17E = Electrical Permit



-- Please select an action --

-- Please select an action --

Submit



CO17E = Electrical Permit



OUBO Permit - Electrical (CO17E) - 6

Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	CO17E - 6 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	OUBO Admin Verify License Show Workflow Diagram	Step Due Date:	
Subject:	OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402		
Status:	Pending		

Details Comments (0) Documents (2) Attached Processes (1) Attached Forms (0) Attached To (0)

Instructions

Check info at <https://www.dpor.virginia.gov/LicenseLookup>

* Electrical Contractor, Contact Name, Phone, License No:	<input type="text" value="GMU TEST Electrical Contractor, Name, Phone #, License #"/>
* Electrical DPOR License:	Download current info from https://www.dpor.virginia.gov/LicenseLookup TEST License.pdf (version 1) Properties Download (667Bytes) Redline Remove
Approved Drawings:	TEST Working Drawings_OUBO APPROVED PERMIT DWGS.pdf (version 2) Properties Download (667Bytes) Redline
Date of Approved Drawings:	05.30.2023

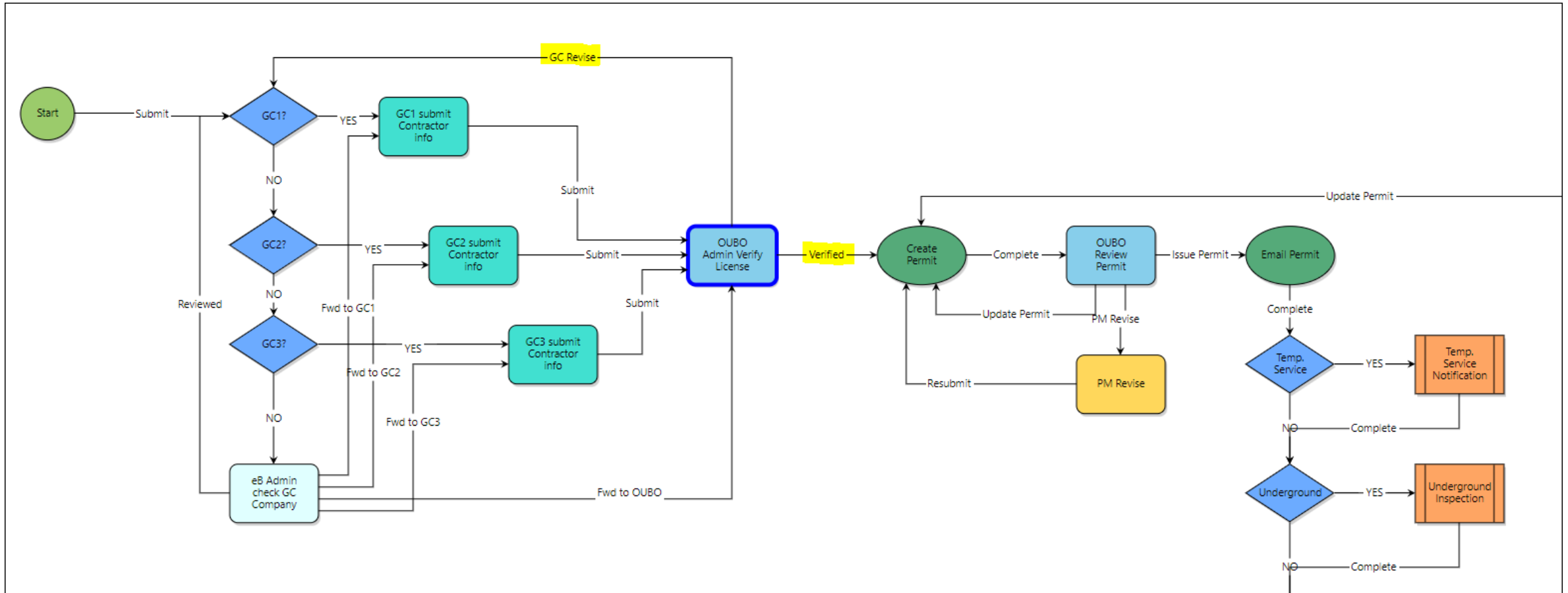
-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

- Please select an action --
- Verified
- GC Revise
- Current Actors



CO17E = Electrical Permit



-- Please select an action --

-- Please select an action --

- Verified
- GC Revise



CO17E = Electrical Permit

e-Builder ?

OUBO Permit - Electrical (CO17E) - 6 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zxx OUBO Test Project	Project Number:	Z912345
Process Document:	CO17E - 6 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	OUBO Review Permit Show Workflow Diagram	Step Due Date:	
Subject:	OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402		
Status:	Pending		

Details | Comments (0) | Documents (3) | Attached Processes (1) | Attached Forms (0) | Attached To (0)

Instructions

- Review permit

Approved Drawings:	 Properties Download (667Bytes) Redline	Date of Approved Drawings:	05.30.2023
--------------------	--	----------------------------	------------

OUBO Review

Electrical Permit:	 Properties Download (96.1KB) Redline Remove
GC, Contact Name, Phone, License #:	<input type="text" value="GMU Test GC, GC Phone #, GC License #"/>
Electrical Contractor, Contact Name, Phone, License No:	<input type="text" value="GMU TEST Electrical Contractor, Name, Phone #, License #"/>
Electrical DPOR License:	Download current info from https://www.dpor.virginia.gov/LicenseLookup Properties Download (667Bytes) Redline Remove
Electrical Inspection Type(s):	<input type="checkbox"/> Temp. Service <input checked="" type="checkbox"/> Underground <input type="checkbox"/> Underslab <input checked="" type="checkbox"/> Rough-in <input type="checkbox"/> Permanent Service <input type="checkbox"/> Final (partial) <input checked="" type="checkbox"/> Final <input type="checkbox"/> Solar
Electrical Inspection Type - Other:	<input type="text"/>

Scope of Work:	OUBO Test Project
Room/Area:	1st Floor
Estimated Construction Start:	07.01.2023 <input type="text"/>
Estimated Construction End:	01.01.2024 <input type="text"/>

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

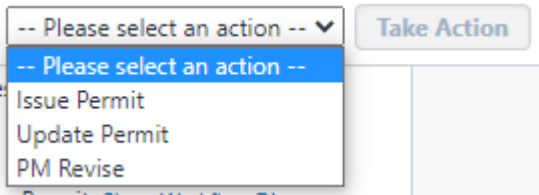
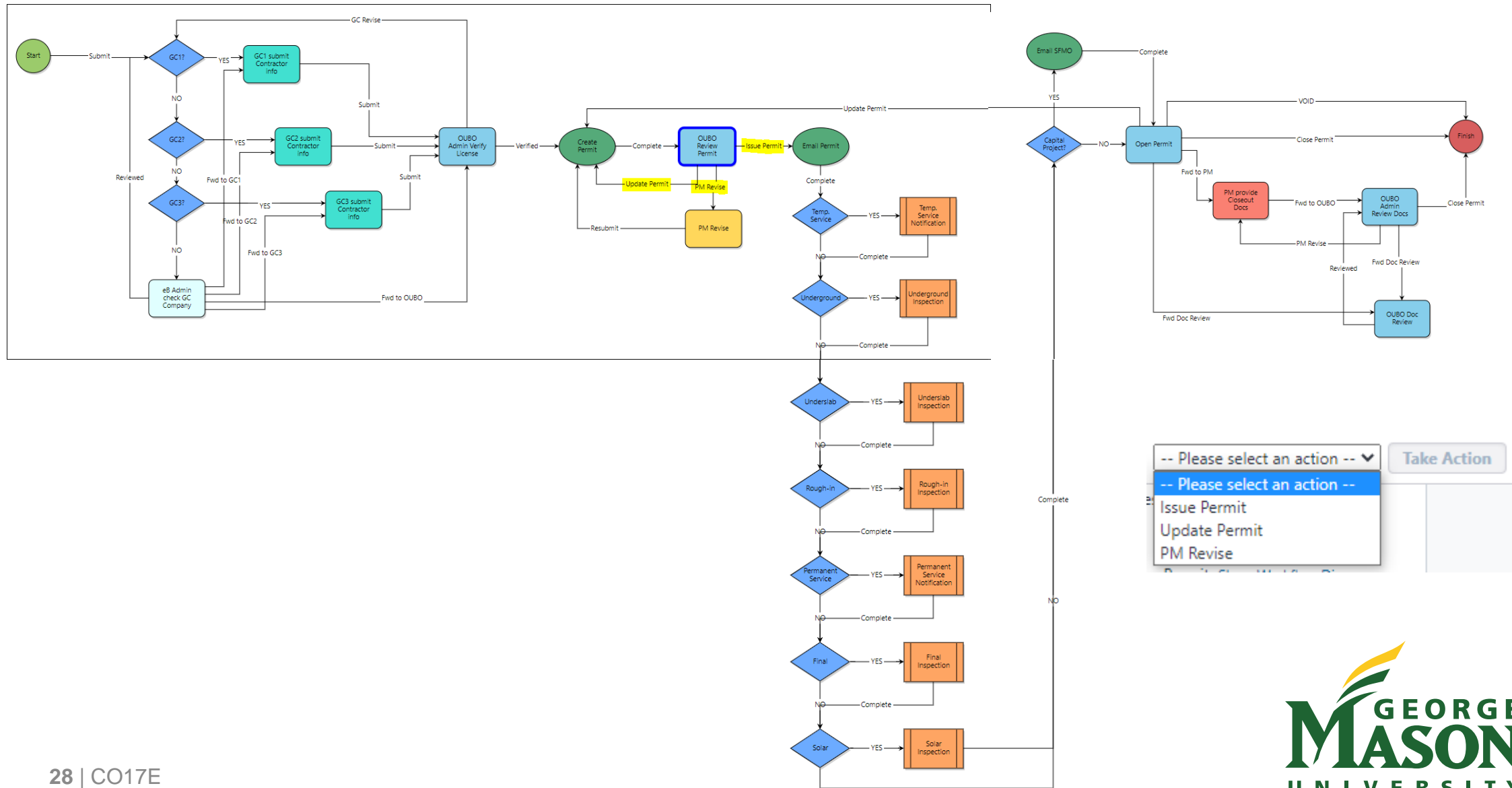
-- Please select an action --

Issue Permit

Update Permit

PM Revise

CO17E = Electrical Permit



CO17E = Electrical Permit

e-Builder

OUBO Permit - Electrical (CO17E) - 6 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project	Project Number: Z912345
Process Document: CO17E - 6	Overall Due Date:
Current Workflow Step: Open Permit <a>Show History <a>Current Actors <a>Show Workflow Diagram	* Step Due Date: <input type="text" value="11.28.2023"/> <input type="text" value="09:30pm"/>
Subject: OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402	
Status: Issued	

Details Comments (0) Documents (3) Attached Processes (1) Attached Forms (0) Attached To (3)

Instructions

- Upload **Final Inspection Report** before closing permit
- Attach any additional inspection reports under the **Attached Processes** tab.
 - Click Attach and select **OUBO Permit Inspection Report** from the drop-down menu.
 - Check the box for **Finished**
 - Click the **Filter** button to view all processes
 - Click on the box next to all applicable processes.
 - Click **Attach** button
- Select **Fwd to PM** from drop-down menu if missing any documents
- Select **Update Permit** if permit information needs to be updated. You will be able to edit the permit in the next step.
- If **ALL** information is complete, select **Close Permit** from drop-down menu

Document(s)

* Final Inspection:	[Lookup]
Approved Drawings:	TEST Working Drawings_OUBO APPROVED PERMIT DWGS.pdf (version 2) <a>Properties <a>Download (6678ytes) <a>Redline
Date of Approved Drawings:	05.30.2023

Permit Information

Electrical Permit:	CO17E-00006 - OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402.pdf (version 1) <a>Properties <a>Download (96.1KB) <a>Redline	Issued Date:	05.30.2023
GC, Contact Name, Phone, License #:	GMU Test GC, GC Phone #, GC License #	Expiration Date:	<input type="text" value="11.28.2023"/> <input type="text"/>
Electrical Contractor, Contact Name, Phone, License No:	GMU TEST Electrical Contractor, Name, Phone #, License #		
Electrical DPOR License:	Download current info from https://www.dpor.virginia.gov/LicenseLookup TEST License.pdf (version 1) <a>Properties <a>Download (6678ytes) <a>Redline		
Electrical Inspection Type(s):	Underground Rough-in Final		
Electrical Inspection Type - Other:			
Additional Permits			
Comment:			

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

GEORGE MASON UNIVERSITY
Office of University Building Official
oubo@gmu.edu

ELECTRICAL PERMIT
#OUBO-Z912345E6
Issued: May 30, 2023

PROJECT Z912345

Project Name: zzz OUBO Test Project
Project Type: Non-Capital
Scope of Work: OUBO Test Project
Est'd Construction Start: July 01, 2023
Mason Project Manager: User, GMU PM
Designer: GMU Test AE
General Contractor: GMU Test Company GMU Test GC, GC Phone #, GC License #
Electrical Contractor: GMU TEST Electrical Contractor, Name, Phone #, License #

BUILDING VAN METRE HALL - 0402

Campus: Fairfax
Room/Area: 1st Floor
Occupancy & Use:
Building Code Edition: USBC 2018
Accessibility Standards: 2010 ASAD
Construction Type:
Building Height (feet):

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

ELECTRICAL INSPECTIONS REQUIRED	Final, Rough-in, Underground
REQUIRED DOCUMENTS	

APPROVED:
David M. Kidd, P.E., CBO
University Building Official

Permit must be displayed on job site at all times. Page 1 of 1

UBOIR = OUBO Inspection Requests/Reports

OUBO Permit Inspection (UBOIR) - 19 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project	Project Number: Z912345
Process Document: UBOIR - 19 <small>Show History Current Actors</small>	Overall Due Date: 11.28.2023 09:23PM
Current Workflow Step: GC Request Inspection <small>Show Workflow Diagram</small>	Step Due Date: 11.28.2023 09:23PM
Subject: OUBO-Z912345E6 Inspection for VAN METRE HALL - 0402 - Electrical Rough-in	
Status: Pending	

- Details Comments (0) Documents (0) Attached Processes (1) Attached Forms (0) Attached To (0) CO17FS (0) CO17M (0) CO17B (0) CO17E (0) CO17D (0)
- CO17P (0) CO17FA (0)

Instructions

If you would like to request a date and time, please provide that information in the **Additional Comments** field. Also, provide the meeting location if different from inspection location.

Building:	VAN METRE HALL - 0402
Permit Type:	Electrical
* Inspection Location(s):	<input type="text" value="Room 100"/>
* Meeting Location:	<input type="text" value="Room 100"/>
* Requested Date/Time and Comments:	<input type="text" value="07/01/2023 at 9am"/>

Building Inspection:	Building Inspection Result:	N/A
Demolition Inspection:	Demolition Inspection Result:	N/A
Electrical Inspection:	Electrical Inspection Result:	Rough-in
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

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

-- Please select an action --

Submit

OUBO Permit Inspection (UBOIR) - 20 Delete Instance Workflow Override All Fields View

Submit Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project	Project Number: Z912345
Process Document: UBOIR - 20 <small>Show History Current Actors</small>	Overall Due Date: 11.28.2023 09:23PM
Current Workflow Step: GC Submit Electrical Final <small>Show Workflow Diagram</small>	Step Due Date: 11.28.2023 09:23PM
Subject: OUBO-Z912345E6 Inspection for VAN METRE HALL - 0402 - Electrical Final	
Status: Pending	

- Details Comments (0) Documents (0) Attached Processes (1) Attached Forms (0) Attached To (0) CO17FS (0) CO17M (0) CO17B (0) CO17E (0) CO17D (0)
- CO17P (0) CO17FA (0)

If you would like to request a date and time, please provide that information in the **Additional Comments** field. Also, provide the meeting location if different from inspection location.

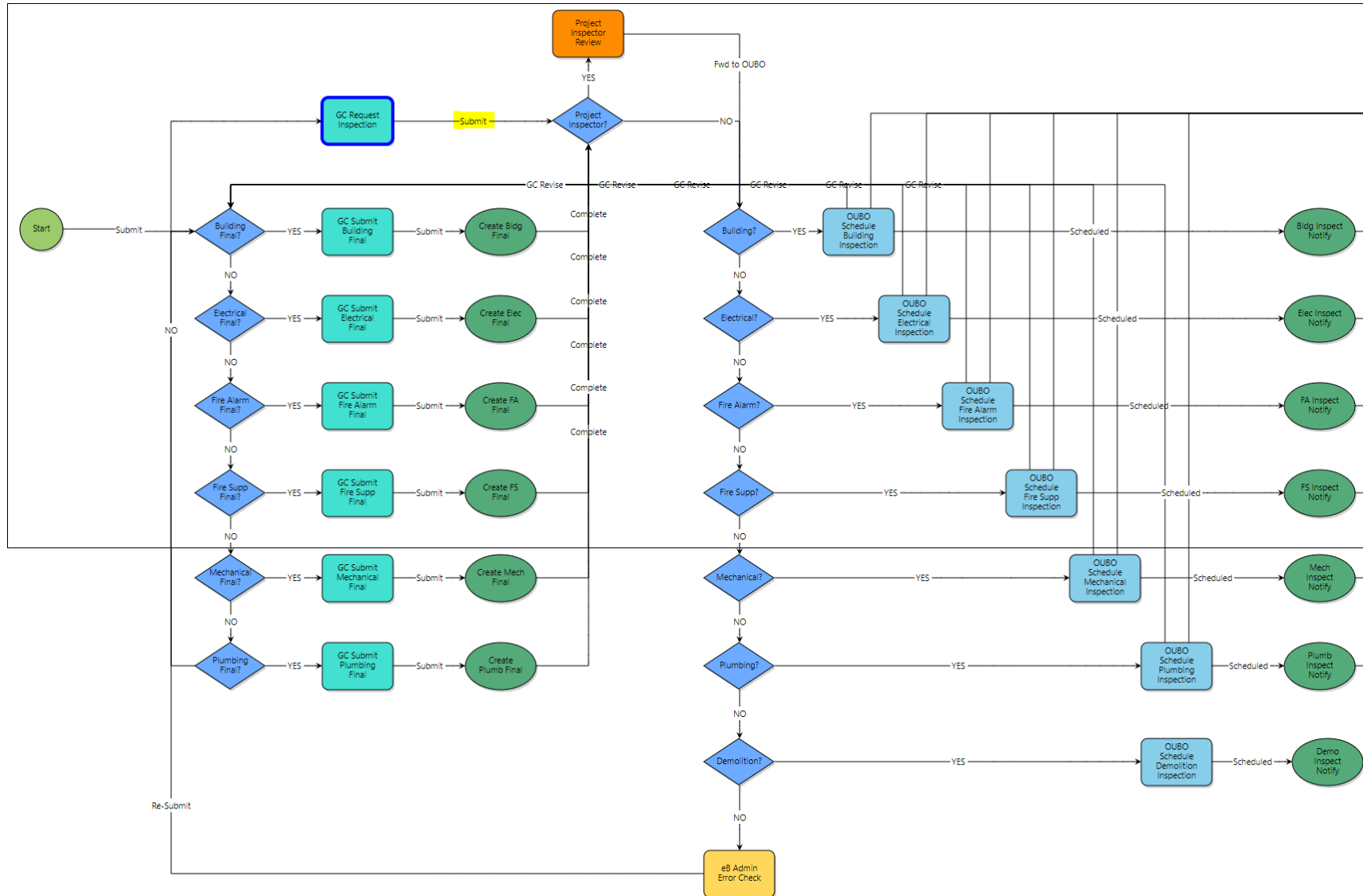
Building:	VAN METRE HALL - 0402
Permit Type:	Electrical
* Inspection Location(s):	<input type="text" value="Room 100"/>
* Meeting Location:	<input type="text" value="Room 100"/>
* Requested Date/Time and Comments:	<input type="text" value="07/31/2023 at 9am."/>

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

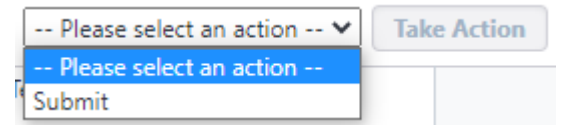
- * E1: Exterior lighting illuminating the egress route from the exit to the public way tested and operational.
 YES N/A
- * E2: Parking lot and other site lighting operational.
 YES N/A
- * E3: Interior lighting fully operational.
 YES N/A
- * E4: Egress lighting tested and operational.
 YES N/A
- * 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

Submit Take Action Check Spelling Print Copy Delegate Save Cancel

UBOIR = OUBO Inspection Requests/Reports



CFR is notified when inspection request is submitted. CFR will provide comments and forward request to OUBO for scheduling.



UBOIR = OUBO Inspection Requests/Reports

e-Builder ?

OUBO Permit Inspection (UBOIR) - 19 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	UBOIR - 19 Show History Current Actors	Overall Due Date:	11.28.2023 09:23PM
Current Workflow Step:	OUBO Schedule Electrical Inspection Show Workflow Diagram	Step Due Date:	
Subject:	OUBO-Z912345E6 Inspection for VAN METRE HALL - 0402 - Electrical Rough-in 07/01/2023		
Status:	Pending		

Details Comments (0) Documents (0) Attached Processes (1) Attached Forms (0) Attached To (0) CO17FS (0) CO17M (0) CO17B (0) CO17E (0) CO17D (0)
CO17P (0) CO17FA (0)

Instructions

- Provide inspection day and time.
- Select **Scheduled** from the drop-down menu and **Take Action**. Select your name to schedule and assign inspection.

Final Questions: or Browse Computer Browse e-Builder

Project Inspector Comments:

Report Details

* Inspection Date:

* Inspection Time:

OUBO Comments:

Inspection Request

Company:	GMU University Building Official	Date Requested:	
Requested By:	Ethan Scholl	Time Requested:	
Phone:	Office: 571-545-0254; Cell:	Schedule Comments:	
		Meeting Location:	<input type="text" value="Room 100"/>
		Inspection Location(s):	<input type="text" value="Room 100"/>
		Permit Type:	Electrical
		Requested Date/Time and Comments:	07/01/2023 at 9am

Electrical Inspection Result: Electrical Inspection: Electrical Inspection Other:

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

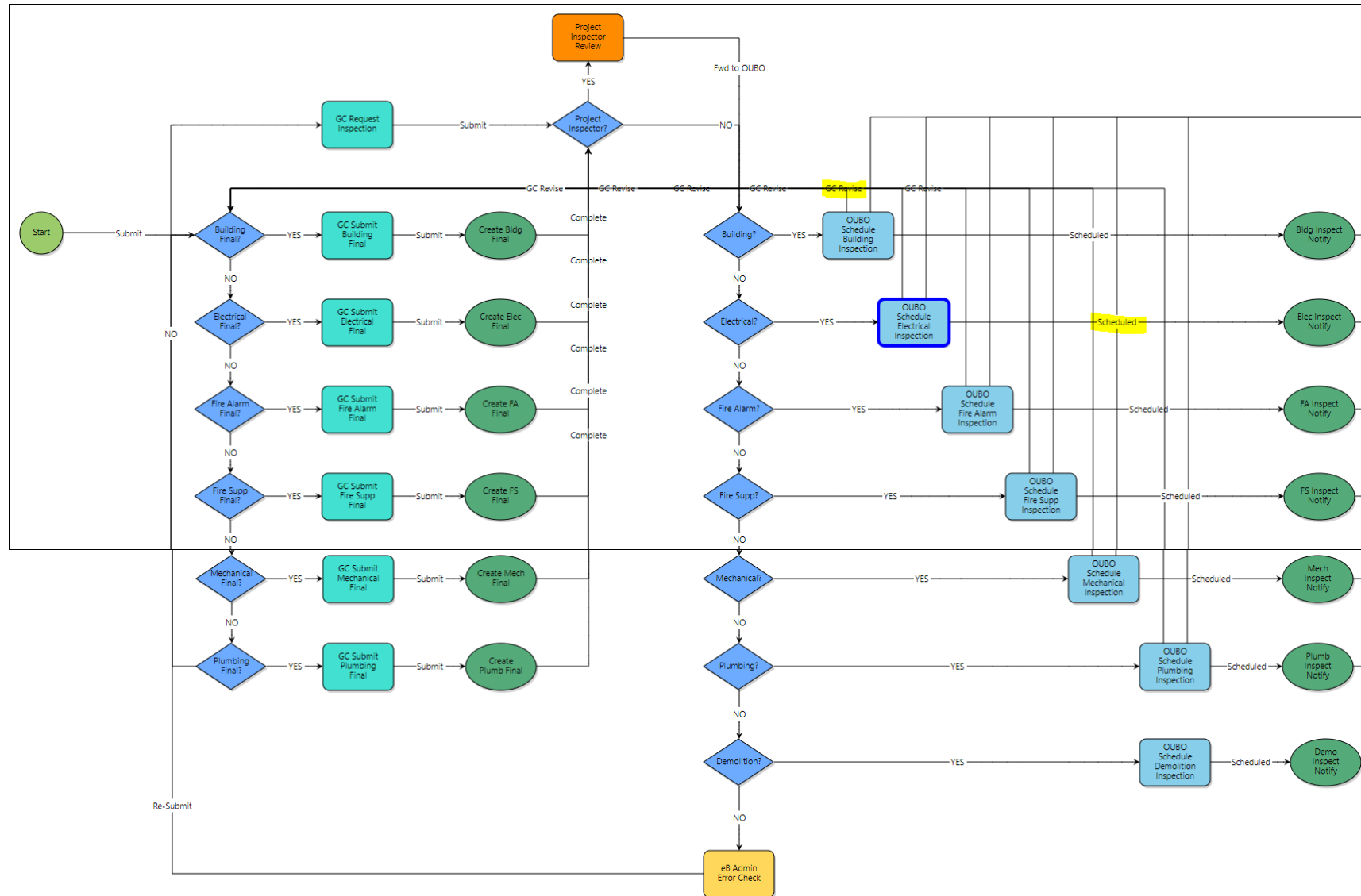
-- Please select an action --

Scheduled

GC Revise

VOID

UBOIR = OUBO Inspection Requests/Reports



-- Please select an action -- Take Action

-- Please select an action --

Scheduled

GC Revise

VOID

UBOIR = OUBO Inspection Requests/Reports

e-Builder

OUBO Permit Inspection (UBOIR) - 19 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project	Project Number: Z912345
Process Document: UBOIR - 19 <a>Show History <a>Current Actors	Overall Due Date: 11.28.2023 09:23PM
Current Workflow Step: OUBO Electrical Inspection <a>Show Workflow Diagram	Step Due Date:
Subject: OUBO-Z912345E6 Inspection for VAN METRE HALL - 0402 - Electrical Rough-in 07/01/2023	
Status: In Progress	

Details Comments (0) Documents (0) Attached Processes (1) Attached Forms (0) Attached To (0) CO17FS (0) CO17M (0) CO17B (0) CO17E (0) CO17D (0)

CO17P (0) CO17FA (0)

Instructions

- Select an option from the drop-down menu
 - Pass**
 - Fail** = To send back to GC for re-inspection
 - Final Inspectn** = To create final inspection report.

Final Questions: or Browse Computer Browse e-Builder

OUBO Comments: Ethan Scholl will be on site to perform the inspection. His cell phone # = 571-545-0254.

Inspection Request

Company: GMU University Building Official	Date Requested:
Requested By: Ethan Scholl	Time Requested:
Phone: Office: 571-545-0254; Cell:	Schedule Comments:
	Meeting Location: <input type="text" value="Room 100"/>
	Inspection Location(s): <input type="text" value="Room 100"/>
	Permit Type: Electrical
	Requested Date/Time and Comments: 07/01/2023 at 9am

INSPECTION

* EHS Notification:

* Inspection Date:

* Inspection Time:

* Electrical Inspection Result:

Electrical Inspection:

* Partial:

Electrical Inspection Other:

* Notice of Violation?:

OUBO Inspection Show Filter Select All Row Height: 1X Download Template Import Delete

#	Code Section	Condition Observed and Description	Corrective Action Required	Reference Image
Grand Totals (0 Items)				

Add New Item for OUBO Inspection

Code Section:

Condition Observed and Description:

Corrective Action Required:

Reference Image:

Clear Add

Images

Figure 1: <input type="text" value="Drag and drop file here"/> or Browse Computer Browse e-Builder	Figure 21: <input type="text" value="Drag and drop file here"/> or Browse Computer Browse e-Builder
Figure 2: <input type="text" value="Drag and drop file here"/> or Browse Computer Browse e-Builder	Figure 22: <input type="text" value="Drag and drop file here"/> or Browse Computer Browse e-Builder
Figure 3: <input type="text" value="Drag and drop file here"/> or Browse Computer Browse e-Builder	Figure 23: <input type="text" value="Drag and drop file here"/> or Browse Computer Browse e-Builder

-- Please select an action -- Take Action

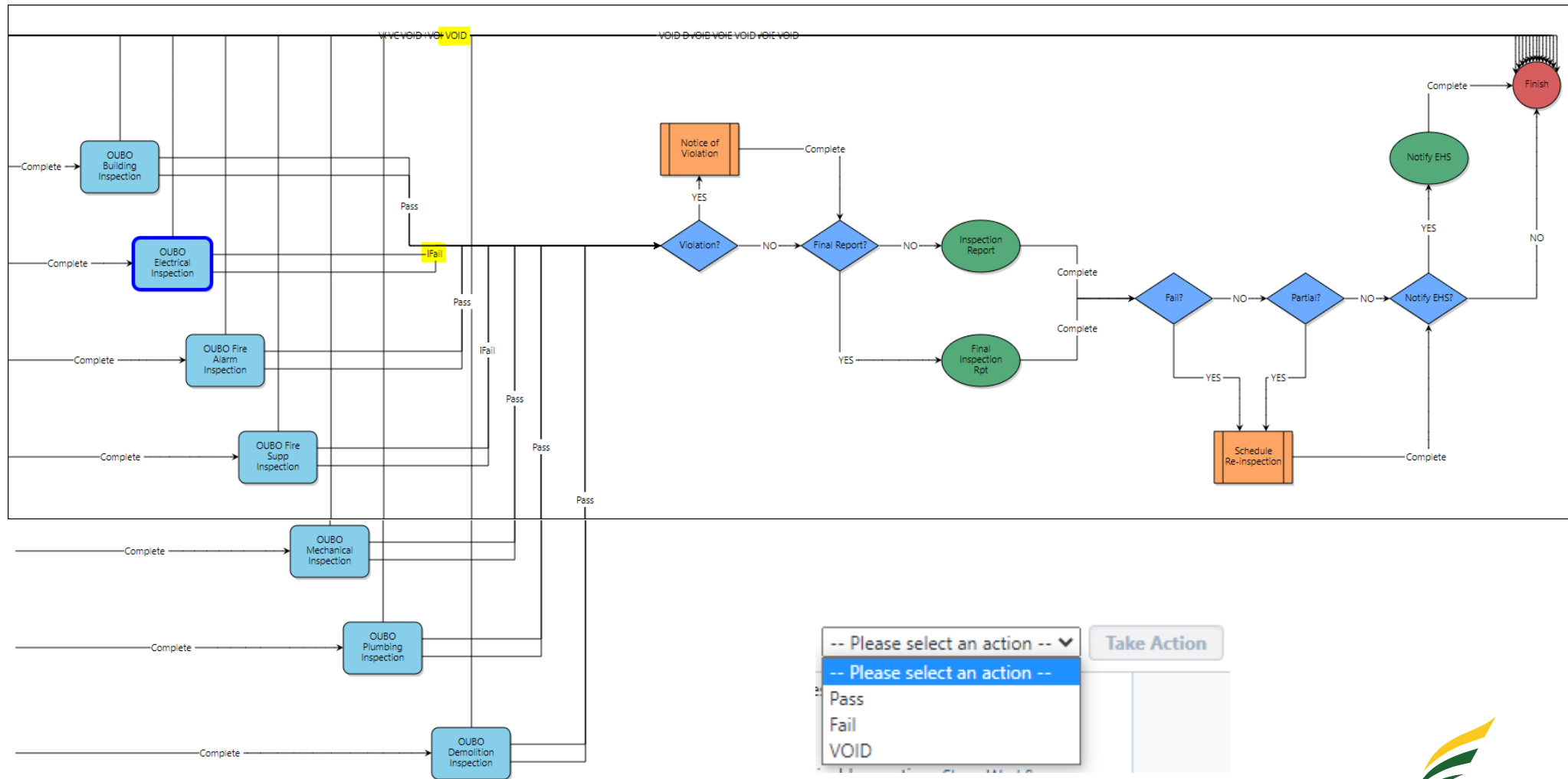
-- Please select an action --

Pass


Fail

VOID

UBOIR = OUBO Inspection Requests/Reports



UBOIR = OUBO Inspection Requests/Reports



Office of
University Building Official
oubo@gmu.edu

INSPECTION REPORT

Project Name: zzz OUBO Test Project
Project Number: Z912345
GC Company: GMU University Building Official
Permit Applicant Info: Ethan Scholl Office: 571-545-0254; Cell:

Inspection Details

Inspection Type: Rough-in
Other:
Inspection Discipline: _____
Inspection Result: PASS
OUBO Inspector: Ethan Scholl
Inspection Date: July 01, 2023

OUBO Requirements and Comments

#	Code Section	Condition Observed and Description	Corrective Action Required	Reference Image
1		The Electrical Rough-in inspection passed.		

Additional Comments:



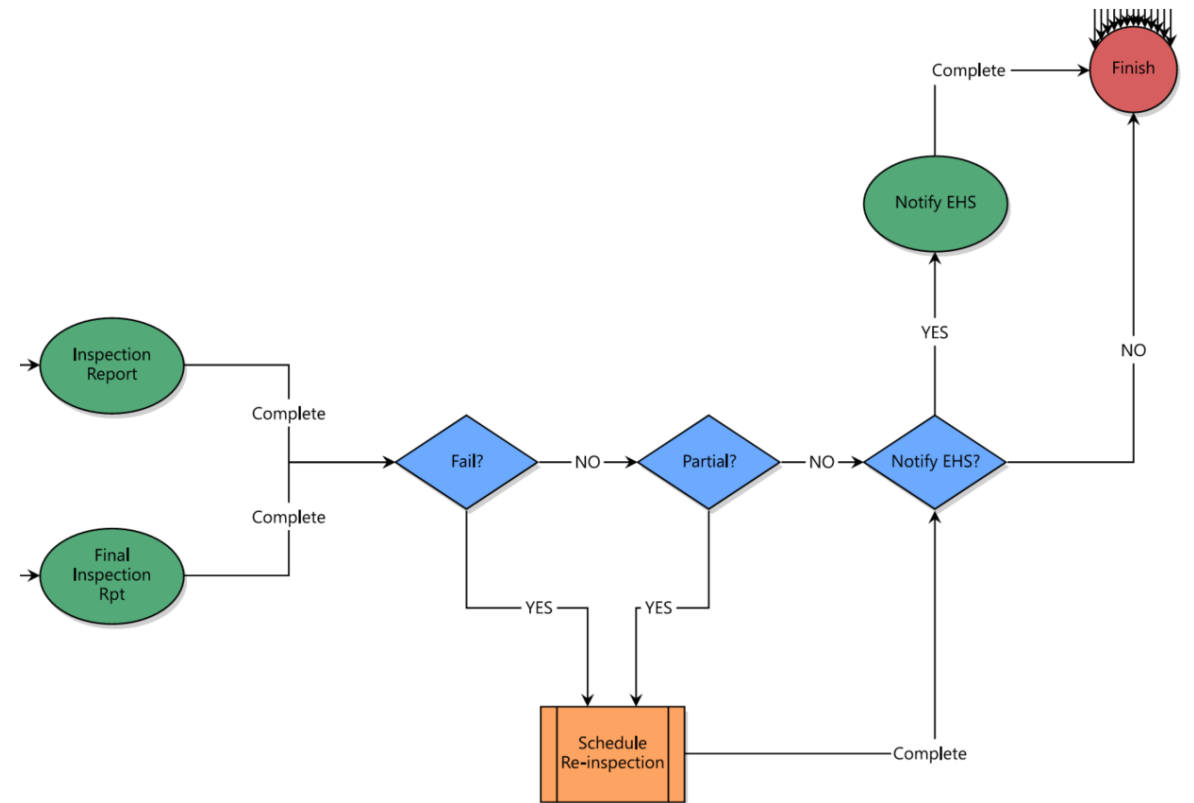
UBOIR = OUBO Inspection Requests/Reports

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.



CO17E - Permit Close-out

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.

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

CO17E - Permit Close-out

e-Builder
?

OUBO Permit - Electrical (CO17E) - 6 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project: zzz OUBO Test Project	Project Number: Z912345
Process Document: CO17E - 6	Overall Due Date:
Current Workflow Step: Open Permit Show History Current Actors	* Step Due Date: <input type="text" value="11.28.2023"/> <input type="text" value="09:30pm"/>
Subject: OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402	
Status: Issued	

Details Comments (0) Documents (3) Attached Processes (1) Attached Forms (0) Attached To (3)

Instructions

- Upload **Final Inspection Report** before closing permit
- Attach any additional inspection reports under the **Attached Processes** tab.
 - Click Attach and select **OUBO Permit Inspection Report** from the drop-down menu.
 - Check the box for **Finished**
 - Click the **Filter** button to view all processes
 - Click on the box next to all applicable processes.
 - Click **Attach** button
- Select **Fwd to PM** from drop-down menu if missing any documents
- Select **Update Permit** if permit information needs to be updated. You will be able to edit the permit in the next step.
- If **ALL** information is complete, select **Close Permit** from drop-down menu

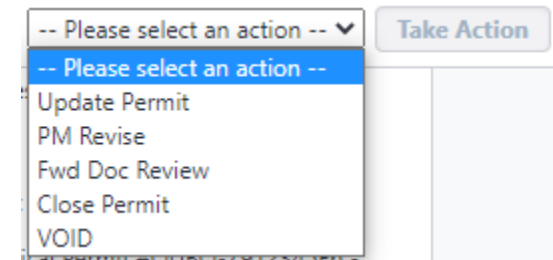
Document(s)

* Final Inspection: [lookup]	
Approved Drawings: TEST Working Drawings_OUBO APPROVED PERMIT DWGS.pdf (version 2)	Properties Download (667bytes) Redline
Date of Approved Drawings: 05.30.2023	

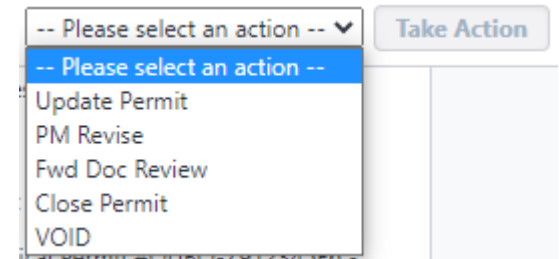
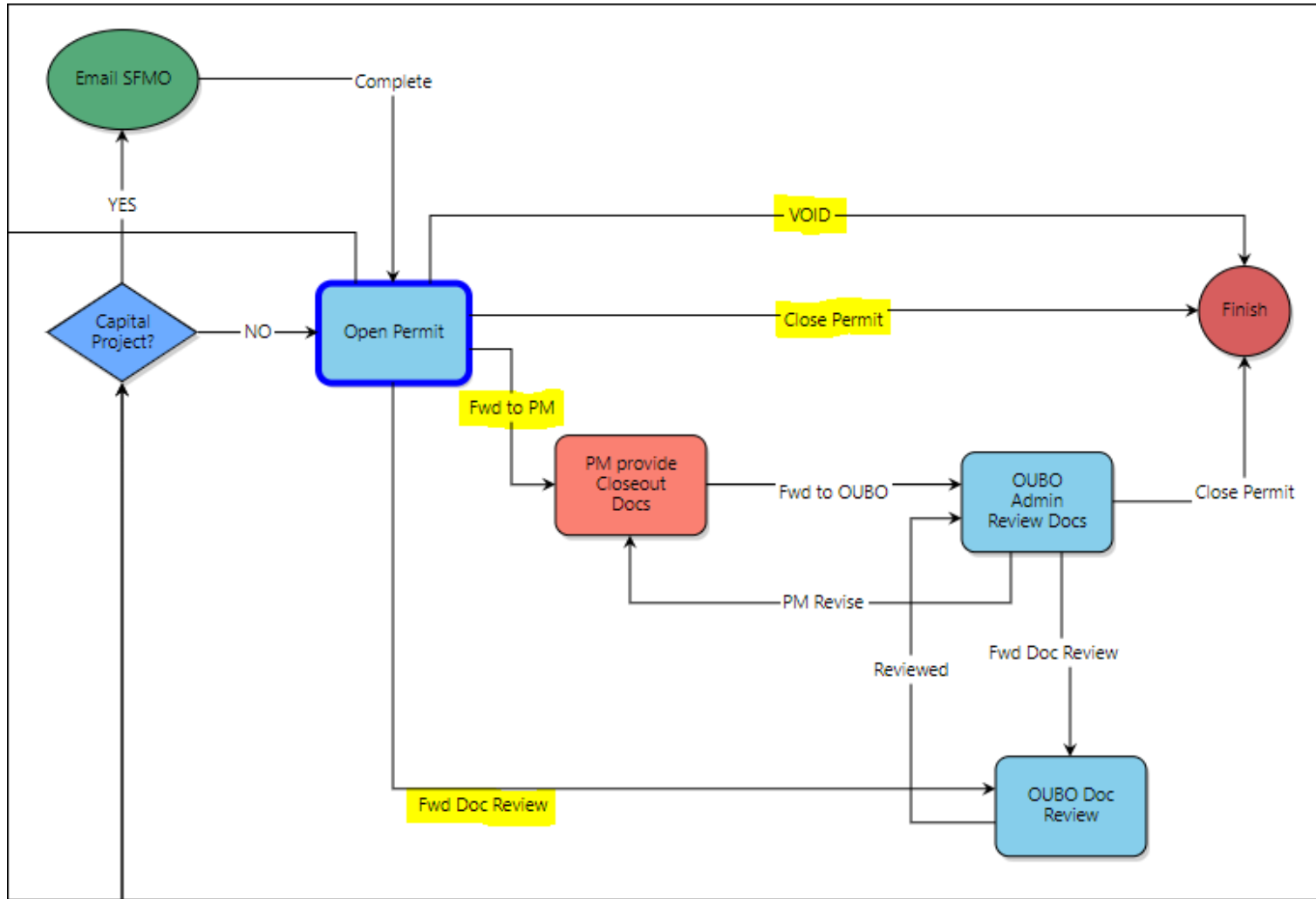
Permit Information

Electrical Permit: CO17E-00006 - OUBO Electrical Permit #OUBO-Z912345E6 - VAN METRE HALL - 0402.pdf (version 1)	Issued Date: 05.30.2023
GC, Contact Name, Phone, License #: GMU Test GC, GC Phone #, GC License #	Expiration Date: <input type="text" value="11.28.2023"/> <input type="text"/>
Electrical Contractor, Contact Name, Phone, License No: GMU TEST Electrical Contractor, Name, Phone #, License #	
Electrical DPOR License: Download current info from https://www.dpor.virginia.gov/LicenseLookup TEST License.pdf (version 1)	
Electrical Inspection Type(s): Underground Rough-in Final	
Electrical Inspection Type - Other: Additional Permits Comment:	

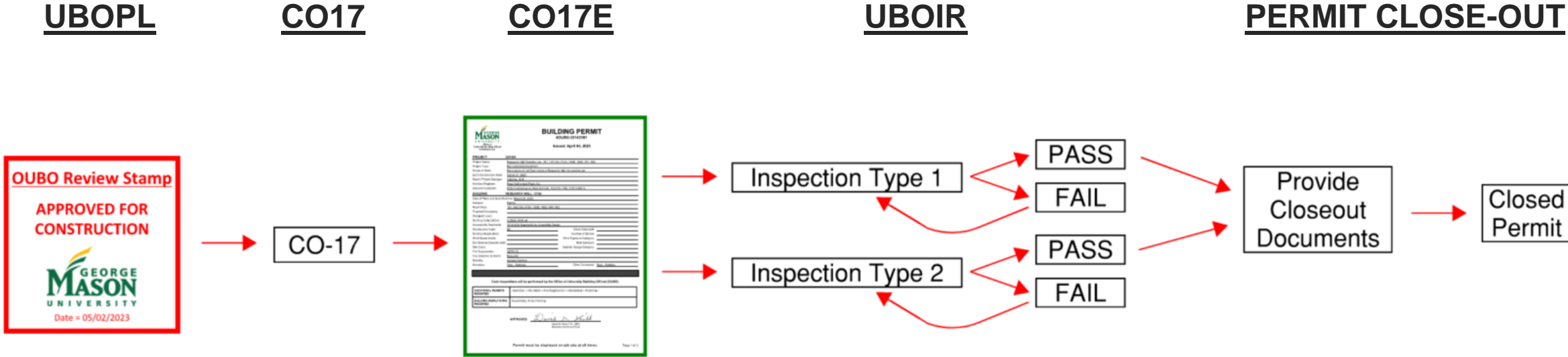
-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel



CO17E - Permit Close-out



OUBO Process Diagram



OUBO Related e-Builder Processes

ASI = Architect's Supplemental Instructions

RFI = Request For Information

SA = Submittal Approval



ASI = Architect's Supplemental Instructions

The screenshot shows the e-Builder interface. At the top, there is a search bar and the user's email 'escholl4@gmu.edu'. Below this is a navigation menu with tabs for 'My Home', 'Dashboard', 'Projects', 'Planning', 'Forms', 'Processes', and 'Documents'. The 'Processes' tab is active. On the left, there is a sidebar with the George Mason University logo and a 'Project Menu' section. The main content area is titled 'Processes For' and shows a dropdown menu with the selected project 'Z912345 - zzz OUBO Test Project - User, GMU PM'. Below this is a 'Filter Processes' section with a 'Start Process' button circled in red. The filter section includes radio buttons for 'Processes Initiated By Me', 'Processes In My Court', and 'All Processes' (selected). There are also checkboxes for 'Draft', 'Open', and 'Finished' (all checked). A 'Filter' button is at the bottom right of the filter section.

The screenshot shows the e-Builder header bar with the logo and a help icon.

Start a process on zzz OUBO Test Project

Processes Cancel


Process Name	Description
Architect's Supplemental Instruction (ASI)	For review of ASIs by A/E and Mason and/or OUBO as needed.



ASI = Architect's Supplemental Instructions



ASI Process

Can be initiated by the PM or the A/E.

?

Architect's Supplemental Instruction (ASI)

Start Process Print Check Spelling Submit Save Draft Cancel

Project:	zzz OUBO Test Project
Project Number:	Z912345
Process:	Architect's Supplemental Instruction
* Date Due:	06.06.2023  05:00pm 

Details Documents (0) Attached Processes (0) Attached Forms (0)

* ASI Description:	<input type="text" value="TEST ASI Description"/>	
* ASI:	<input type="text" value="TEST ASI.pdf"/>	or Browse Computer Browse e-Builder

Print Check Spelling Submit Save Draft Cancel



ASI = Architect's Supplemental Instructions

e-Builder ?

Architect's Supplemental Instruction (ASI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	ASI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 05:00pm
Current Workflow Step:	PM Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	ASI submitted by GMU University Building Official - TEST ASI Description		
Status:	Pending		

Details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

From the drop-down menu above, select **Respond to GC** to send the comments back to the contractor, or select **Send to A/E** to send the RFI back to the A/E.

If you would like to forward it for additional review, select **Add'l Review** from the drop-down menu and select the appropriate users.

* PM Comments:	<input type="text"/>
Add'l Comments:	<input type="text"/>

ASI Description:

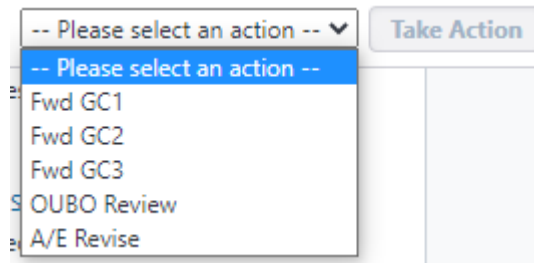
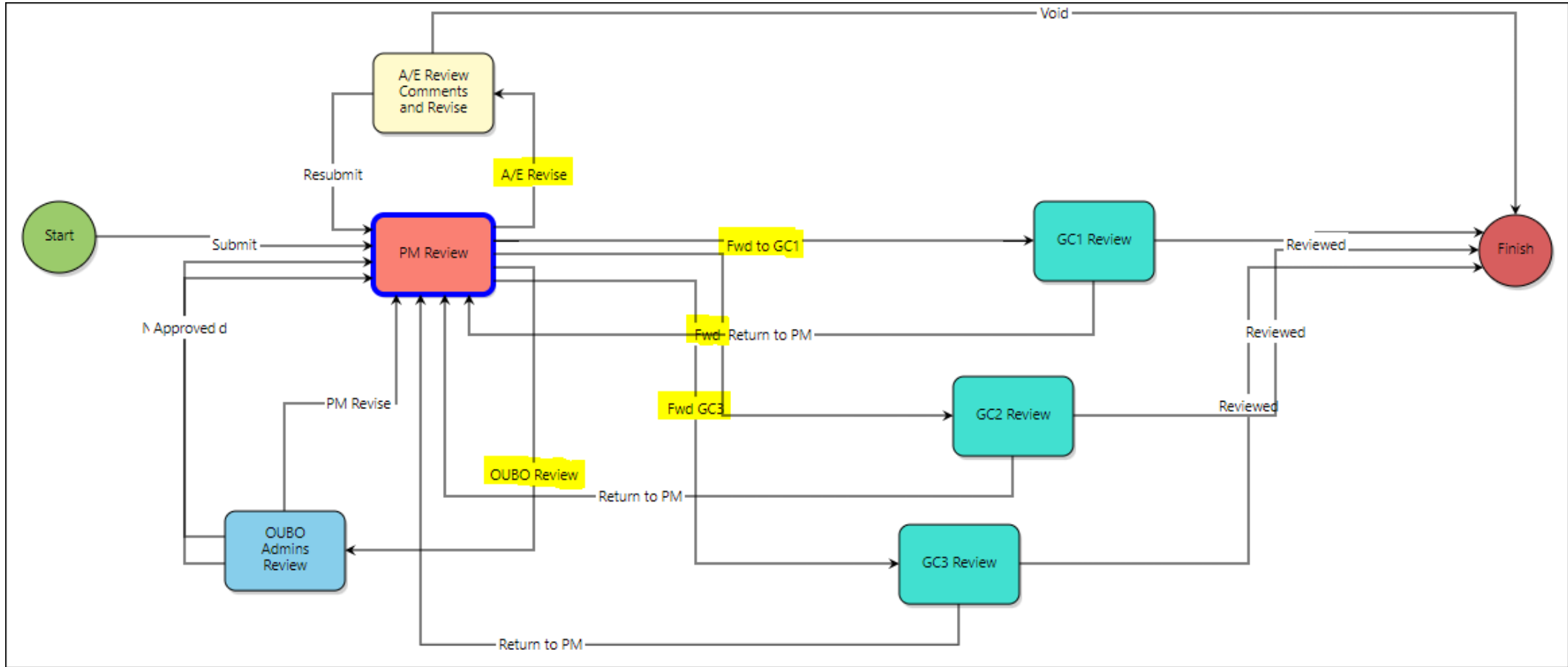
ASI: **TEST ASI.pdf** (version 1)
Properties | Download (667Bytes) | Redline | Remove

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

- Please select an action --
- Fwd GC1
- Fwd GC2
- Fwd GC3
- OUBO Review
- A/E Revise

ASI = Architect's Supplemental Instructions



ASI = Architect's Supplemental Instructions

e-Builder

Architect's Supplemental Instruction (ASI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	ASI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 <input type="calendar"/> 05:00pm <input type="dropdown"/>
Current Workflow Step:	OUBO Admins Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	ASI submitted by GMU University Building Official - TEST ASI Description		
Status:	Pending		

Details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

ASI Description:	TEST ASI Description
ASI:	TEST ASI.pdf (version 1) <a>Properties <a>Download (667Bytes) <a>Redline

Provide any additional comments after review. If needed, upload documents under the **Attached Documents** tab.

PM Comments:
Add'l Comments:

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

e-Builder

Architect's Supplemental Instruction (ASI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	ASI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 <input type="calendar"/> 05:00pm <input type="dropdown"/>
Current Workflow Step:	OUBO Admins Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	ASI submitted by GMU University Building Official - TEST ASI Description		
Status:	Pending		

Details Comments (1) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

	Private	Comment
<a>Make Private		<p>Ethan Scholl, GMU University Building Official 05.30.2023 3:07 PM See attached approved ASI.</p> <p>Files Attached (1): TEST ASI_OUBO APPROVED.pdf (Version 1) <a>Properties <a>Download <a>Redline <a>Remove</p>

Request Comment Comment

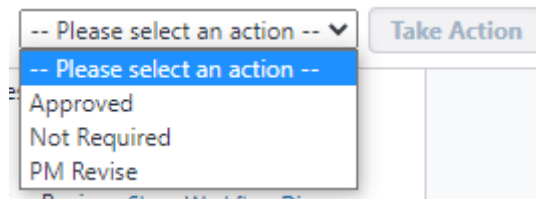
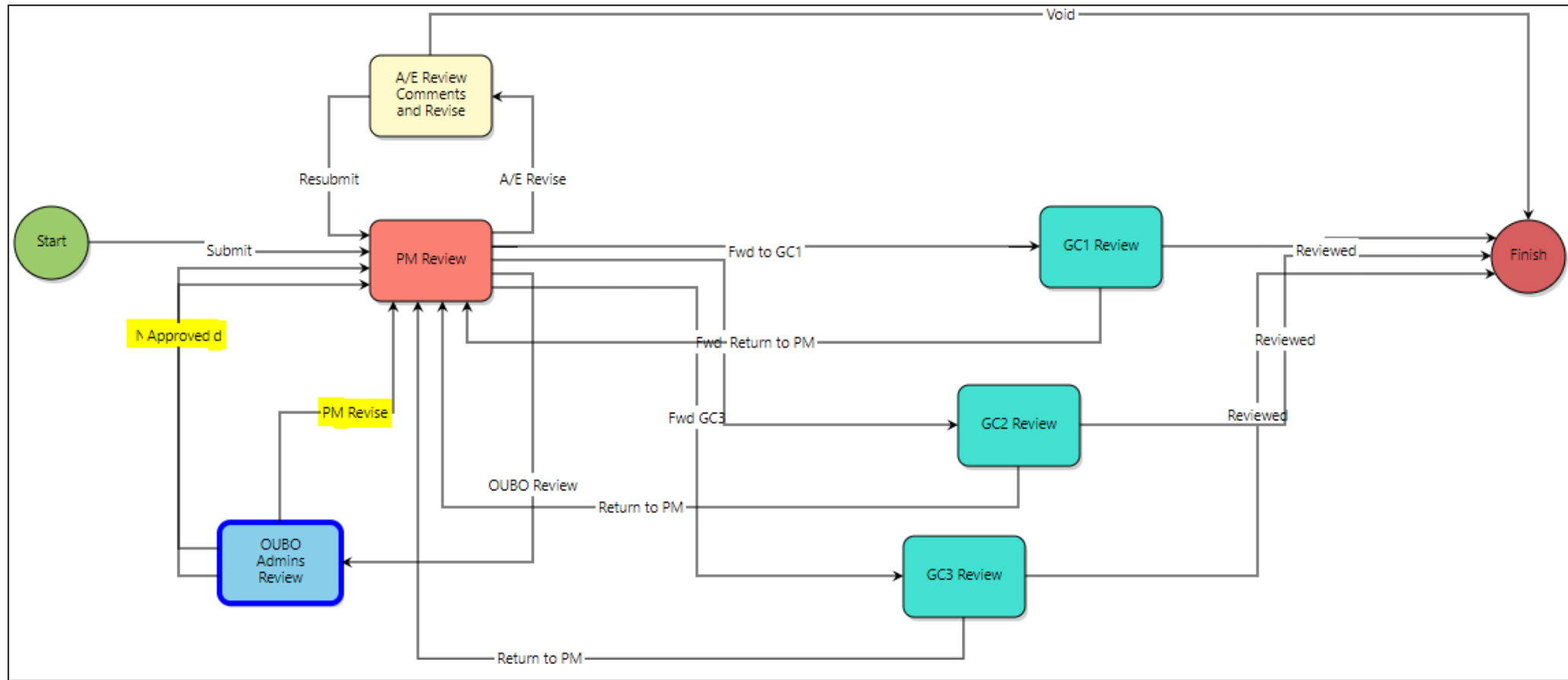
-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

- Please select an action --
- Approved
- Not Required
- PM Revise



ASI = Architect's Supplemental Instructions



ASI = Architect's Supplemental Instructions

e-Builder ?

Architect's Supplemental Instruction (ASI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	ASI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 05:00pm
Current Workflow Step:	PM Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	ASI submitted by GMU University Building Official - TEST ASI Description		
Status:	Pending		

Details Comments (1) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

From the drop-down menu above, select **Respond to GC** to send the comments back to the contractor, or select **Send to A/E** to send the RFI back to the A/E.

If you would like to forward it for additional review, select **Add'I Review** from the drop-down menu and select the appropriate users.

* PM Comments:

Add'I Comments:

ASI Description:

ASI: **TEST ASI.pdf** (version 1)
Properties | Download (667Bytes) | Redline | Remove

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

e-Builder ?

Architect's Supplemental Instruction (ASI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	ASI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 05:00pm
Current Workflow Step:	PM Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	ASI submitted by GMU University Building Official - TEST ASI Description		
Status:	Pending		

Details Comments (1) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

	Private	Comment
Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 3:07 PM See attached approved ASI.	
Files Attached (1): TEST ASI_OUBO APPROVED.pdf (Version 1) <a>Properties <a>Download <a>Redline <a>Remove		

Request Comment Comment

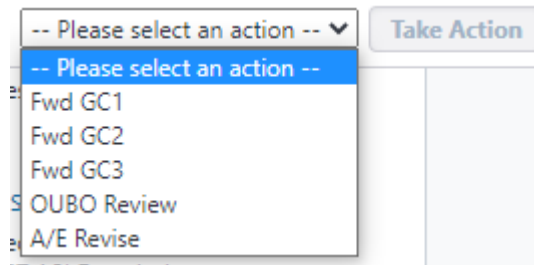
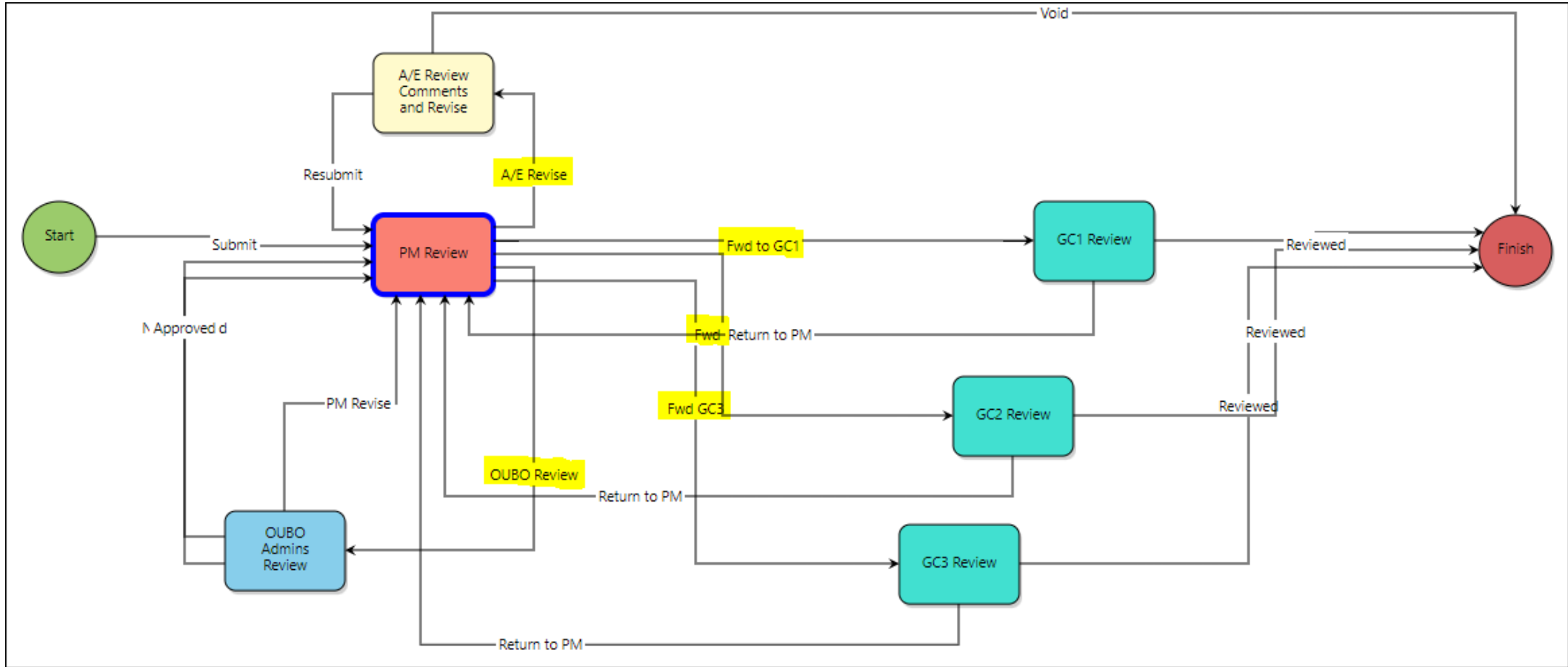
-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

- Please select an action --
- Fwd GC1
- Fwd GC2
- Fwd GC3
- OUBO Review
- A/E Revise



ASI = Architect's Supplemental Instructions



RFI = Request For Information

Unfinished Drafts | Import Processes

Processes For: Z912345 - zzz OUBO Test Project - User, GMU PM

Filter Processes

Search In Type of Process: All Processes

Status: All Statuses

Containing Text: [Empty Field]

Start Process

Filter

Start a process on zzz OUBO Test Project

Process Name	Description
Request for Information (RFI)	For GCs to ask A/E or GMU questions regarding project.

Cancel



RFI = Request For Information

RFI Process

Can be initiated by the PM or the GC.

e-Builder ?

Request for Information (RFI)

Start Process

Project: zzz OUBO Test Project
Project Number: Z912345
Process: Request for Information
* Date Due: 06.06.2023 05:00pm

Details Documents (0) Attached Processes (0) Attached Forms (0)

* RFI Title: TEST RFI
* Reason for RFI: Field Condition
Subcontractor:
* Request for Information: TEST RFI Description.

e-Builder ?

Request for Information (RFI)

Start Process

Project: zzz OUBO Test Project
Project Number: Z912345
Process: Request for Information
* Date Due: 06.06.2023 05:00pm

Details Documents (1) Attached Processes (0) Attached Forms (0)

Show Thumbnails

<input type="checkbox"/>	File Name	Attached By
<input type="checkbox"/>	TEST RFI.pdf (version 1) <small>View Download Redline (0) Stamp</small>	Scholl, Ethan

RFI = Request For Information

e-Builder Request for Information (RFI) - 1

Project: zzz OUBO Test Project
 Process Document: RFI - 1
 Current Workflow Step: A/E Review
 Subject: RFI submitted by GMU University Building Official - TEST RFI
 Status: Pending

Project Number: Z912345
 Overall Due Date: 06.06.2023 05:00pm
 Step Due Date: 06.06.2023 04:22PM

Details | Comments (0) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

From the drop-down menu:

- Select **Forward to PM** to send the RFI to the GMU project manager to review.
- Select **Add'l Review** to forward it to other e-Builder users for review. You will be asked to select the appropriate users in the next screen.

Then click **Take Action** button.

* Response: RFI response.

Add'l Comments:

RFI Title: TEST RFI
 Reason for RFI: Field Condition
 Subcontractor:
 Request for Information: TEST RFI Description.

-- Please select an action -- | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

e-Builder Request for Information (RFI) - 1

Project: zzz OUBO Test Project
 Process Document: RFI - 1
 Current Workflow Step: A/E Review
 Subject: RFI submitted by GMU University Building Official - TEST RFI
 Status: Pending

Project Number: Z912345
 Overall Due Date: 06.06.2023 05:00pm
 Step Due Date: 06.06.2023 04:22PM

Details | Comments (1) | Documents (2) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Request Comment | Comment

Private Comment
 Ethan Scholl, GMU University Building Official 05.30.2023 4:25 PM
 See attached AE response.

Files Attached (1):
 TEST RFI_AE RESPONSE.pdf (Version 1)
 Properties | Download | Redline | Remove

Request Comment | Comment

-- Please select an action -- | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

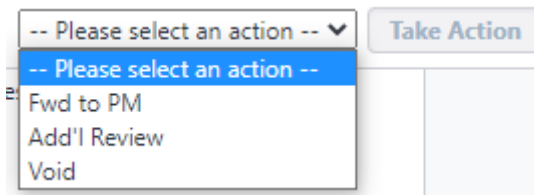
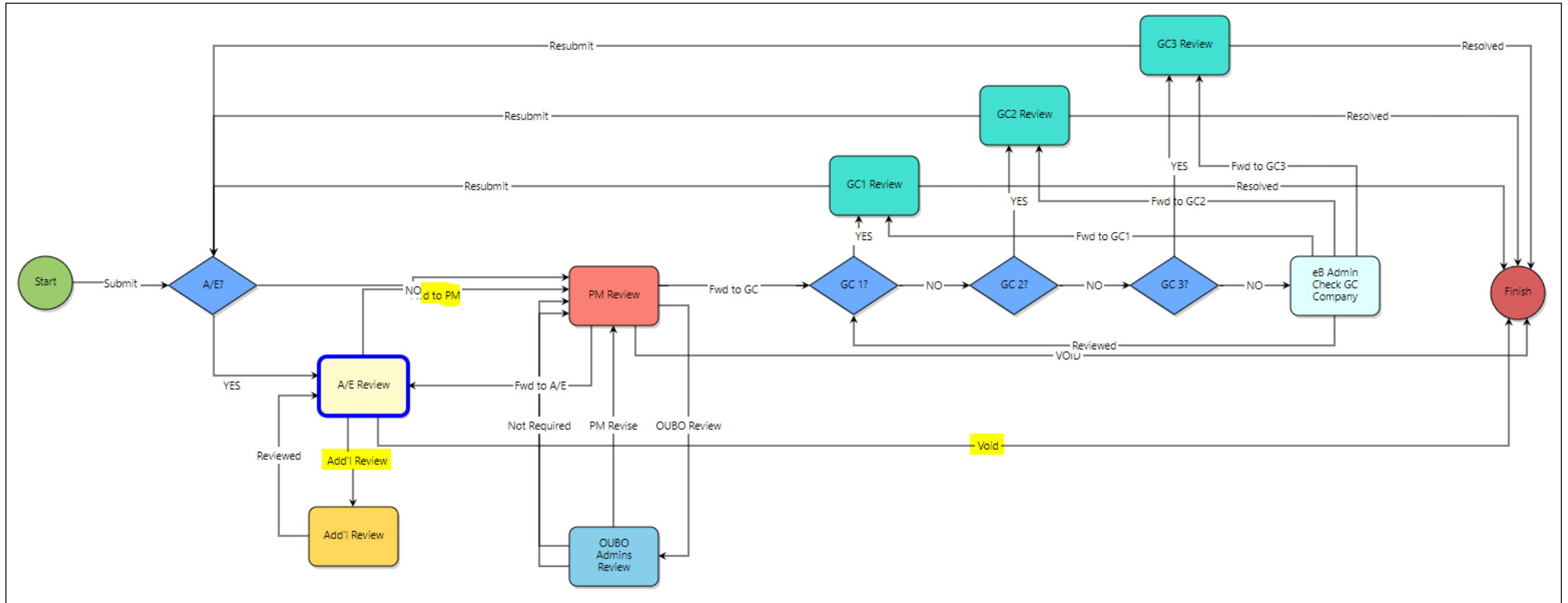
-- Please select an action -- | Take Action

-- Please select an action --

Fwd to PM
 Add'l Review
 Void



RFI = Request For Information



RFI = Request For Information

e-Builder ?

Request for Information (RFI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	RFI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 <input type="calendar"/> 05:00pm
Current Workflow Step:	PM Review <a>Show Workflow Diagram	Step Due Date:	06.06.2023 04:29PM
Subject:	RFI submitted by GMU University Building Official - TEST RFI		
Status:	Pending		

Details Comments (1) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

From the drop-down menu above, select **Respond to GC** to send the comments back to the contractor, *or* select **Send to A/E** to send the RFI back to the A/E.

If you would like to forward it for additional review, select **Add'l Review** from the drop-down menu and select the appropriate users.

* Response:	RFI response.
Add'l Comments:	

RFI Title:	TEST RFI
Reason for RFI:	Field Condition
Subcontractor:	
Request for Information:	TEST RFI Description.

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

e-Builder ?

Request for Information (RFI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	RFI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 <input type="calendar"/> 05:00pm
Current Workflow Step:	PM Review <a>Show Workflow Diagram	Step Due Date:	06.06.2023 04:29PM
Subject:	RFI submitted by GMU University Building Official - TEST RFI		
Status:	Pending		

Details Comments (1) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private	Comment
Make Private	<p>Ethan Scholl, GMU University Building Official 05.30.2023 4:25 PM See attached AE response.</p> <p>Files Attached (1): TEST RFI_AE RESPONSE.pdf (Version 1) <a>Properties <a>Download <a>Redline <a>Remove</p>

Request Comment Comment

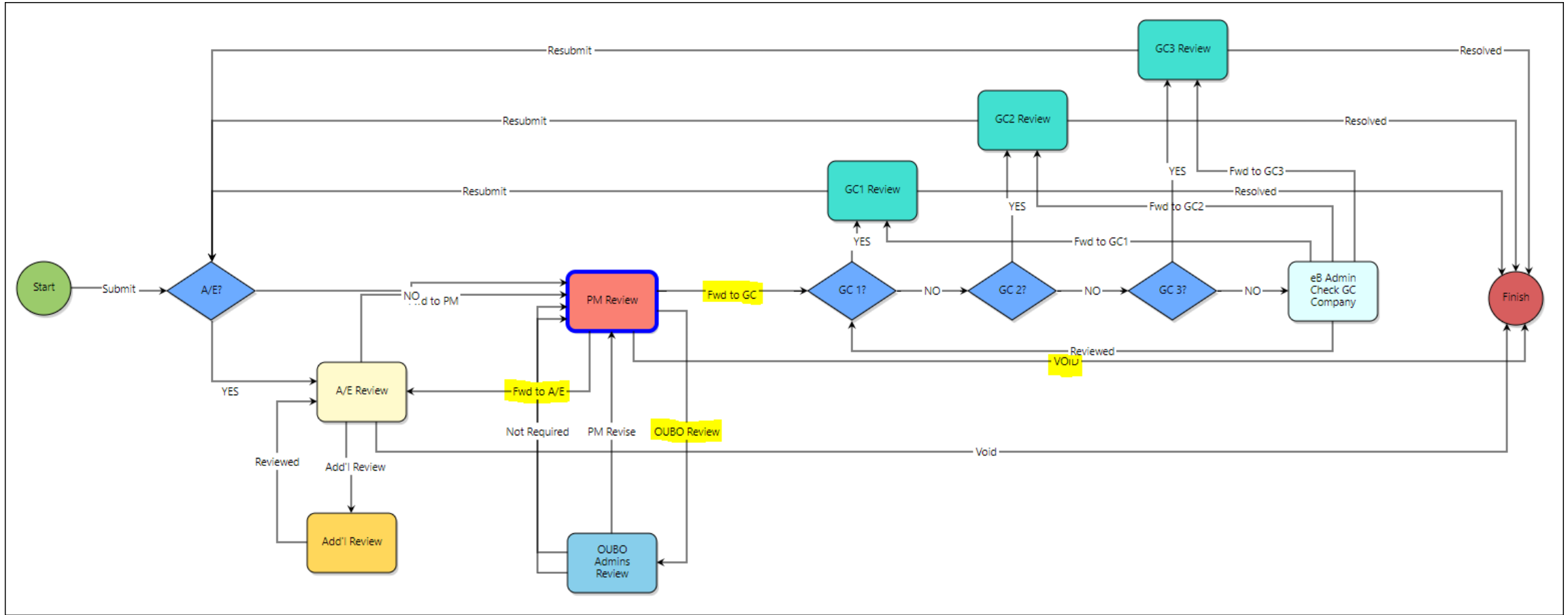
-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

- Please select an action --
- Fwd to GC
- Fwd to A/E
- OUBO Review
- VOID



RFI = Request For Information



-- Please select an action --

Take Action

- Please select an action --
- Fwd to GC
- Fwd to A/E
- OUBO Review
- VOID



RFI = Request For Information

e-Builder ?

Request for Information (RFI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	RFI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 <input type="calendar"/> 05:00pm <input type="dropdown"/>
Current Workflow Step:	OUBO Admins Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	RFI submitted by GMU University Building Official - TEST RFI		
Status:	Pending		

Details Comments (2) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

Provide any additional comments after review. If needed, upload documents under the **Attached Documents** tab.

Response:	RFI response.
Add'l Comments:	

RFI Title:	TEST RFI
Reason for RFI:	Field Condition
Subcontractor:	
Request for Information:	TEST RFI Description.

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

e-Builder ?

Request for Information (RFI) - 1 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	RFI - 1 <a>Show History <a>Current Actors	* Overall Due Date:	06.06.2023 <input type="calendar"/> 05:00pm <input type="dropdown"/>
Current Workflow Step:	OUBO Admins Review <a>Show Workflow Diagram	Step Due Date:	
Subject:	RFI submitted by GMU University Building Official - TEST RFI		
Status:	Pending		

Details Comments (2) Documents (2) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private	Comment
<a>Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 4:34 PM OUBO review for code compliance and any permit implications.
<a>Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 4:25 PM See attached AE response.
	Files Attached (1): <a>TEST RFI_AE RESPONSE.pdf (Version 1) <a>Properties <a>Download <a>Redline <a>Remove

Request Comment Comment

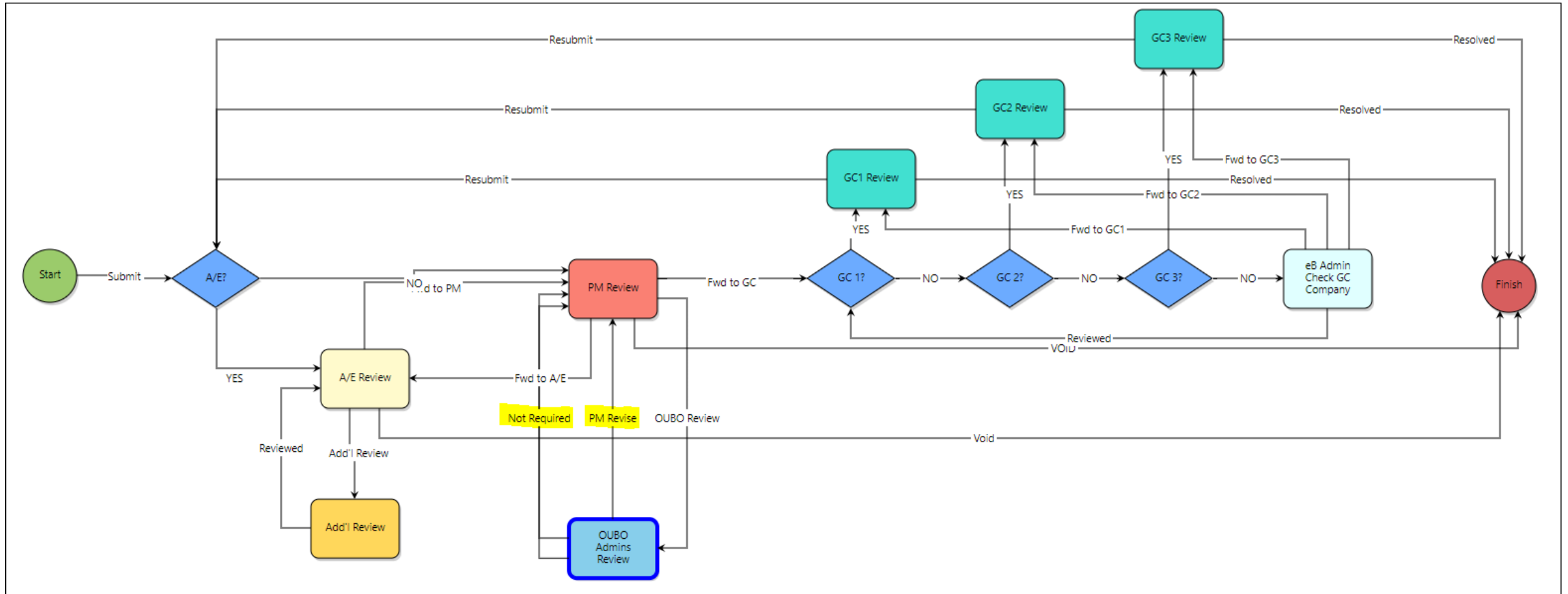
-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

-- Please select an action -- Take Action

- Please select an action --
- Approved
- PM Revise
- Not Required



RFI = Request For Information



-- Please select an action --

Take Action

- Please select an action --
- Approved
- PM Revise
- Not Required



RFI = Request For Information

e-Builder Request for Information (RFI) - 1

Project: zzz OUBO Test Project
 Process Document: RFI - 1
 Current Workflow Step: PM Review
 Subject: RFI submitted by GMU University Building Official - TEST RFI
 Status: Pending

Project Number: Z912345
 Overall Due Date: 06.06.2023 05:00pm
 Step Due Date: 06.06.2023 04:42PM

Details | Comments (4) | Documents (3) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

From the drop-down menu above, select **Respond to GC** to send the comments back to the contractor, or select **Send to A/E** to send the RFI back to the A/E.

If you would like to forward it for additional review, select **Add'I Review** from the drop-down menu and select the appropriate users.

* Response: RFI response.

Add'I Comments:

RFI Title: TEST RFI
 Reason for RFI: Field Condition
 Subcontractor:
 Request for Information: TEST RFI Description.

-- Please select an action -- | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

e-Builder Request for Information (RFI) - 1

Project: zzz OUBO Test Project
 Process Document: RFI - 1
 Current Workflow Step: PM Review
 Subject: RFI submitted by GMU University Building Official - TEST RFI
 Status: Pending

Project Number: Z912345
 Overall Due Date: 06.06.2023 05:00pm
 Step Due Date: 06.06.2023 04:42PM

Details | Comments (4) | Documents (3) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Request Comment | Comment

Private	Comment
Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 4:42 PM See comment.
Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 4:42 PM See attached reviewed and approved RFI response. Files Attached (1): TEST RFI_AE RESPONSE_OUBO APPROVED.pdf (Version 1) Properties Download Redline Remove
Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 4:34 PM OUBO review for code compliance and any permit implications.
Make Private	Ethan Scholl, GMU University Building Official 05.30.2023 4:25 PM See attached AE response. Files Attached (1): TEST RFI_AE RESPONSE.pdf (Version 1) Properties Download Redline Remove

-- Please select an action -- | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

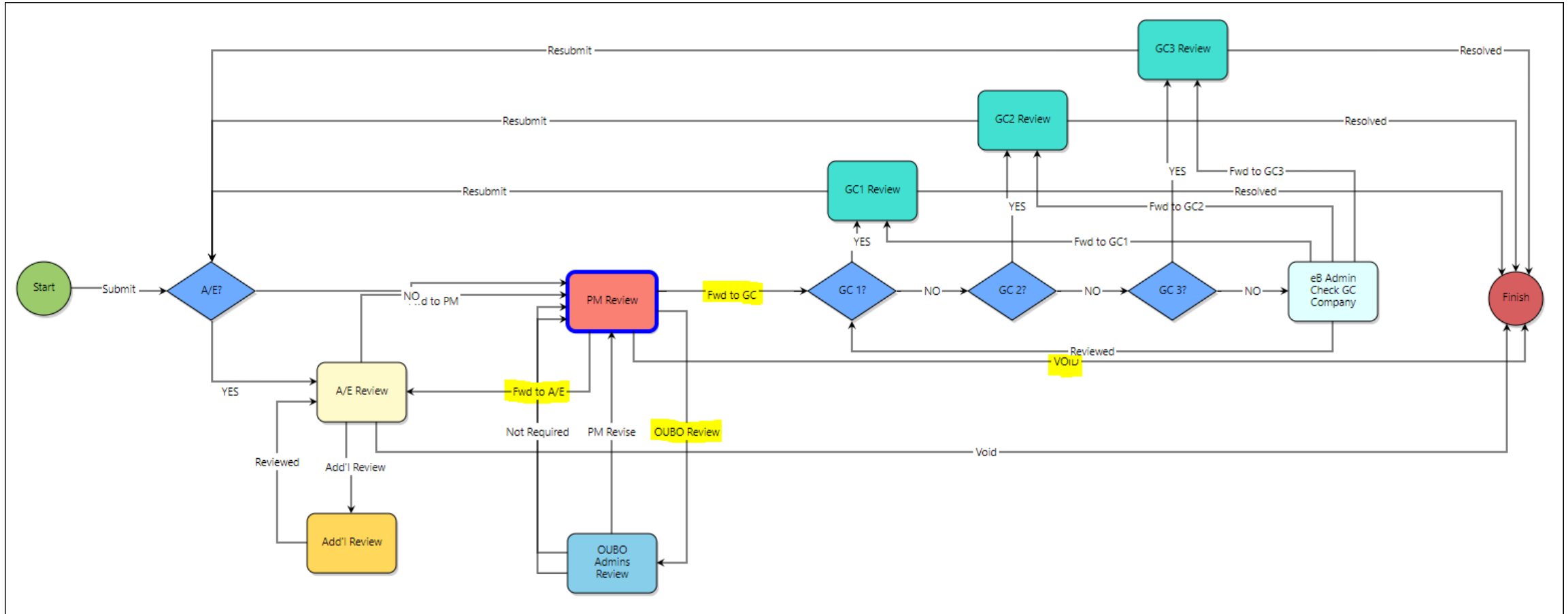
-- Please select an action --

- Please select an action --
- Fwd to GC
- Fwd to A/E
- OUBO Review
- VOID

Take Action



RFI = Request For Information



-- Please select an action --

-- Please select an action --

- Fwd to GC
- Fwd to A/E
- OUBO Review
- VOID

Take Action



SA = Submittal Approval

Unfinished Drafts | Import Processes

Processes For: Z912345 - zzz OUBO Test Project - User, GMU PM

Filter Processes

Start Process

Search In Type of Process: All Processes

Status: All Statuses

Containing Text: [Empty]

Processes Initiated By Me | Processes In My Court | All Processes (Selected)

Draft | Open | Finished

Filter

e-Builder

Start a process on zzz OUBO Test Project

Processes Cancel

Process Name	Description
Submittal Approval (SA)	For GCs to initiate review of submittals by A/E and Mason and/or OUBO as needed.



SA = Submittal Approval

SA Process

Can be initiated by the PM or the GC.

The screenshot shows the 'e-Builder' interface for 'Submittal Approval (SA)'. At the top, there are navigation buttons: 'Print', 'Check Spelling', 'Submit', 'Save Draft', and 'Cancel'. Below this, the 'Start Process' section displays project details: Project: zzz OUBO Test Project, Project Number: Z912345, Process: Submittal Approval, and Date Due: 06.29.2023 at 05:00pm. A 'Details' section includes tabs for 'Documents (0)', 'Attached Processes (0)', and 'Attached Forms (0)'. The 'Instructions' section contains a blue box with the following text: 'Complete all required fields below that are starred in red.' and 'Upload any additional documentation under the Attached Documents tab.' Below this is a 'NOTE' about selecting the appropriate option in the 'Type of Submittal' field for Fire Alarm, Fire Suppression, Smoke Control, and Access Control. The form fields include: 'A/E Approved? (PM View Only): No', '* Submittal: TEST SUBMITTAL.pdf or Browse Computer Browse e-Builder', '* Type of Submittal: Fire Suppression', '* Description: TEST SUBMITTAL', '* Specification Section & Paragraph: 210000', 'CSI Division: -- Please select an option --', 'CSI Group: Please select...', and 'Sub / Supplier:'. At the bottom, there are again 'Print', 'Check Spelling', 'Submit', 'Save Draft', and 'Cancel' buttons.

SA = Submittal Approval

e-Builder ?

Submittal Approval (SA) - 4 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	SA - 4 <a>Show History <a>Current Actors	* Overall Due Date:	06.29.2023 05:00pm
Current Workflow Step:	A/E Review <a>Show Workflow Diagram	Step Due Date:	06.06.2023 04:53PM
Subject:	GMU University Building Official Fire Suppression Submittal: 210000 TEST SUBMITTAL		
Status:	Pending		

Details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

Instructions

Select an action from the drop-down menu and click the **Take Action** button to move the process forward.

- Select **GC Revise** to send it back to the GC to revise the submittal.
- Select **Reviewed** once the submittal has been reviewed and approved. This will move it forward to the PM and/or inspector for review.

If you would like to forward the process for additional review, go to the Comments tab and click Request Comment. You may select from a list of existing e-Builder users or enter the emails.

Submittal:	TEST SUBMITTAL.pdf (version 1) <a>Properties <a>Download (667Bytes) <a>Redline
Type of Submittal:	Fire Suppression
Specification Section & Paragraph:	210000
Description:	TEST SUBMITTAL
CSI Division:	
CSI Group:	
Sub / Supplier:	

Comments

* Submittal with A/E Comments: Drag and drop file here or Browse Computer Browse e-Builder

* A/E Additional Comments:

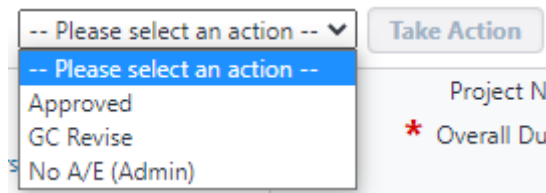
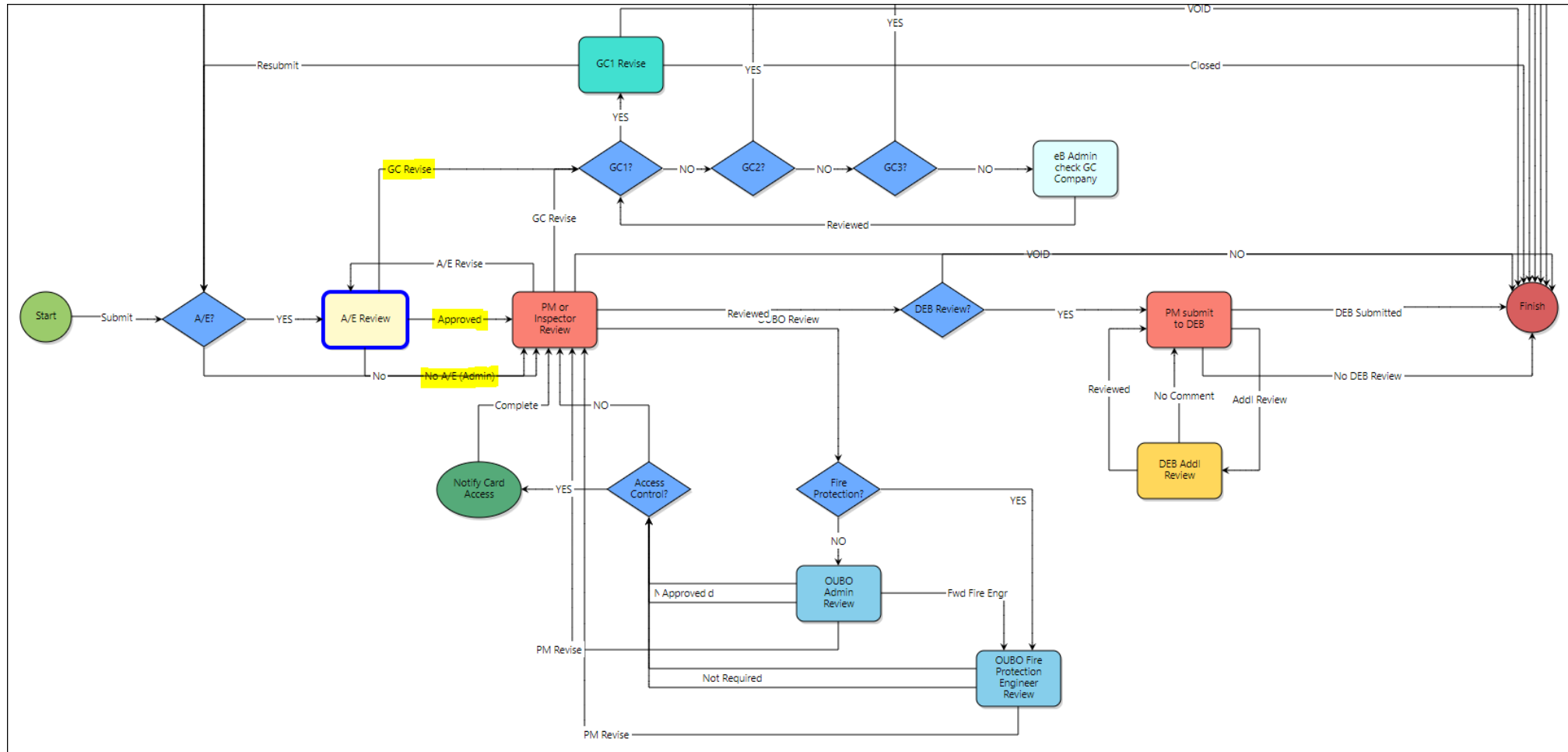
-- Please select an action -- Take Action

- Please select an action --
- Approved
- GC Revise
- No A/E (Admin)

Project Number

* Overall Due Date

SA = Submittal Approval



SA = Submittal Approval

e-Builder ?

Submittal Approval (SA) - 4 Delete Instance Workflow Override All Fields View

-- Please select an action --
Take Action
Check Spelling
Print
Copy
Delegate
Save
Cancel

Project: zzz OUBO Test Project Process Document: SA - 4 Current Workflow Step: PM or Inspector Review Show History Current Actors Show Workflow Diagram Subject: GMU University Building Official Fire Suppression Submittal: 210000 TEST SUBMITTAL Status: Reviewed	Project Number: Z912345 Overall Due Date: 06.29.2023 <input type="text"/> 05:00pm <input type="text"/> Step Due Date:
--	---

Details
Comments (0)
Documents (2)
Attached Processes (0)
Attached Forms (0)
Attached To (0)

Instructions

Select an option from drop-down menu and click **Take Action**.

- Approved** - Close process
- OUBO Review** - Forward submittal to OUBO for review. **Only required for Fire Alarm, Fire Suppression, Smoke Control, and Access Control submittals.**
- GC Revise** - Send process back to GC with comments.
- A/E Revise** - Send process back to A/E with comments.
- VOID**

NOTE: If the submittal relates to **Fire Alarm, Fire Suppression, Smoke Control, and Access Control**, please ensure that the appropriate option is selected in the **Type of Submittal** field.

A/E Review

Submittal with A/E: [TEST SUBMITTAL_AE APPROVED.pdf](#) (version 1)
 Comments: Properties | Download (667Bytes) | Redline
 A/E Additional Comments: Submittal is approved.

OUBO Review

OUBO Review File:
 OUBO Review Comments:

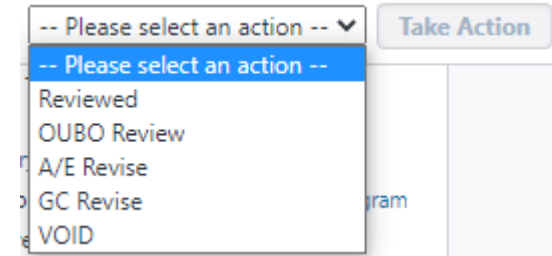
Submittal Details

Submittal: [TEST SUBMITTAL.pdf](#) (version 1)
 Properties | Download (667Bytes) | Redline

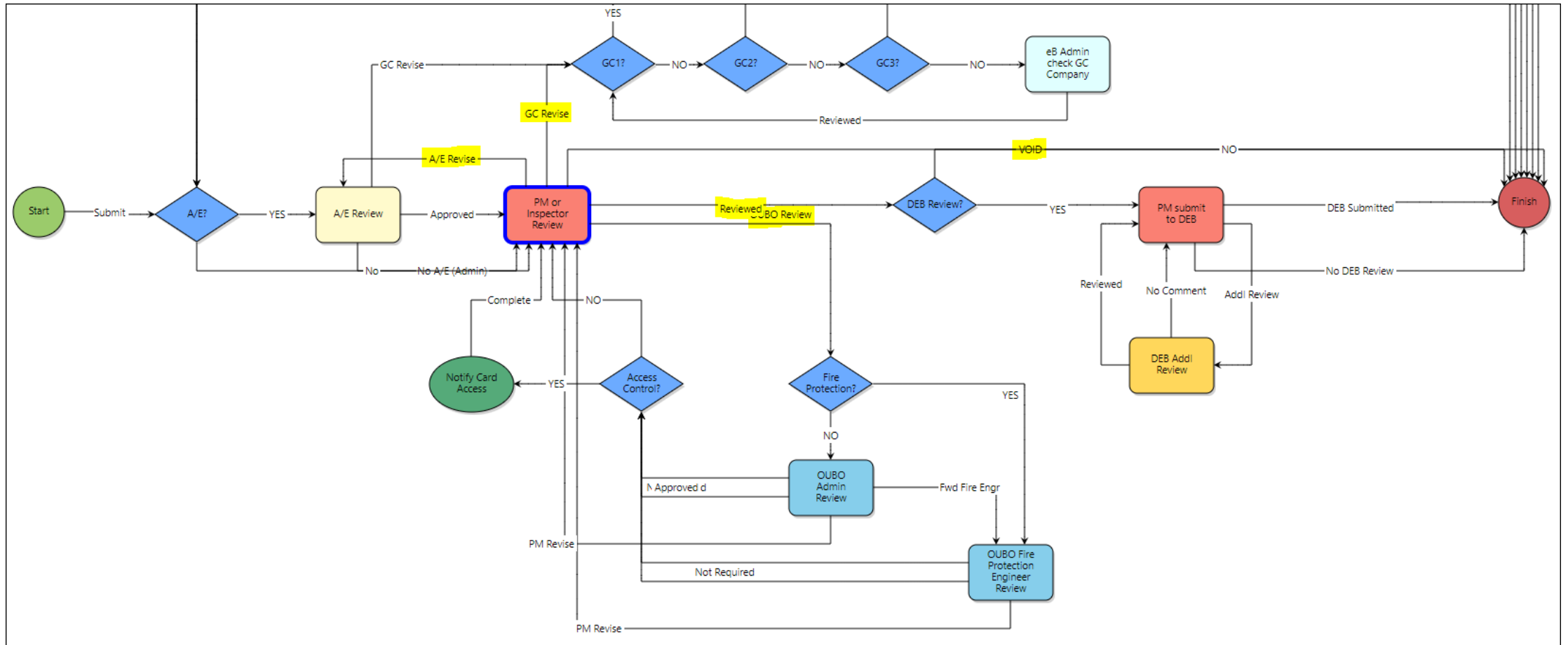
Type of Submittal: Fire Suppression

Specification Section & Paragraph: 210000
 Description: TEST SUBMITTAL
 CSI Division:
 CSI Group:
 Sub / Supplier:

-- Please select an action --
Take Action
Check Spelling
Print
Copy
Delegate
Save
Cancel



SA = Submittal Approval



-- Please select an action --

- Please select an action --
- Reviewed
- OUBO Review
- A/E Revise
- GC Revise
- VOID



SA = Submittal Approval

e-Builder.
?

Submittal Approval (SA) - 4

Delete Instance
Workflow Override
All Fields View

-- Please select an action --
Take Action
Check Spelling
Print
Copy
Delegate
Save
Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	SA - 4 Show History Current Actors	Overall Due Date:	06.29.2023 <input type="text"/> 05:00pm <input type="text"/>
Current Workflow Step:	OUBO Fire Protection Engineer Review Show Workflow Diagram	Step Due Date:	
Subject:	GMU University Building Official Fire Suppression Submittal: 210000 TEST SUBMITTAL		
Status:	Reviewed		

Details
Comments (0)
Documents (2)
Attached Processes (0)
Attached Forms (0)
Attached To (0)

OUBO Review

1. Open Bluebeam and sign into Bluebeam Studio (building icon)
2. Create a new Studio Session by clicking on the plus sign in the top right of the studio window
3. Input a session name and add the relevant documents
4. Set session expiration date if desired
5. Click **OK** and add session participants in the next window
6. Once Bluebeam review is complete, upload Bluebeam file to Bluebeam File field and exported comments to Drawing Comments field.
7. Select one of the following options:
 - a. **Approved**: All required fields must be completed
 - b. **PM Revise**: Process will get sent back to PM.

* Card Access Notification:

OUBO Review File: or Browse Computer Browse e-Builder

OUBO Review Comments: or Browse Computer Browse e-Builder

Submittal with A/E Comments: TEST SUBMITTAL_AE APPROVED.pdf (version 1)
[Properties](#) | [Download](#) (667Bytes) | [Redline](#)

A/E Additional Comments: Submittal is approved.

Type of Submittal:

Submittal: TEST SUBMITTAL.pdf (version 1)
[Properties](#) | [Download](#) (667Bytes) | [Redline](#)

Specification Section & Paragraph: 210000

Description: TEST SUBMITTAL

CSI Division:
CSI Group:
Sub / Supplier:

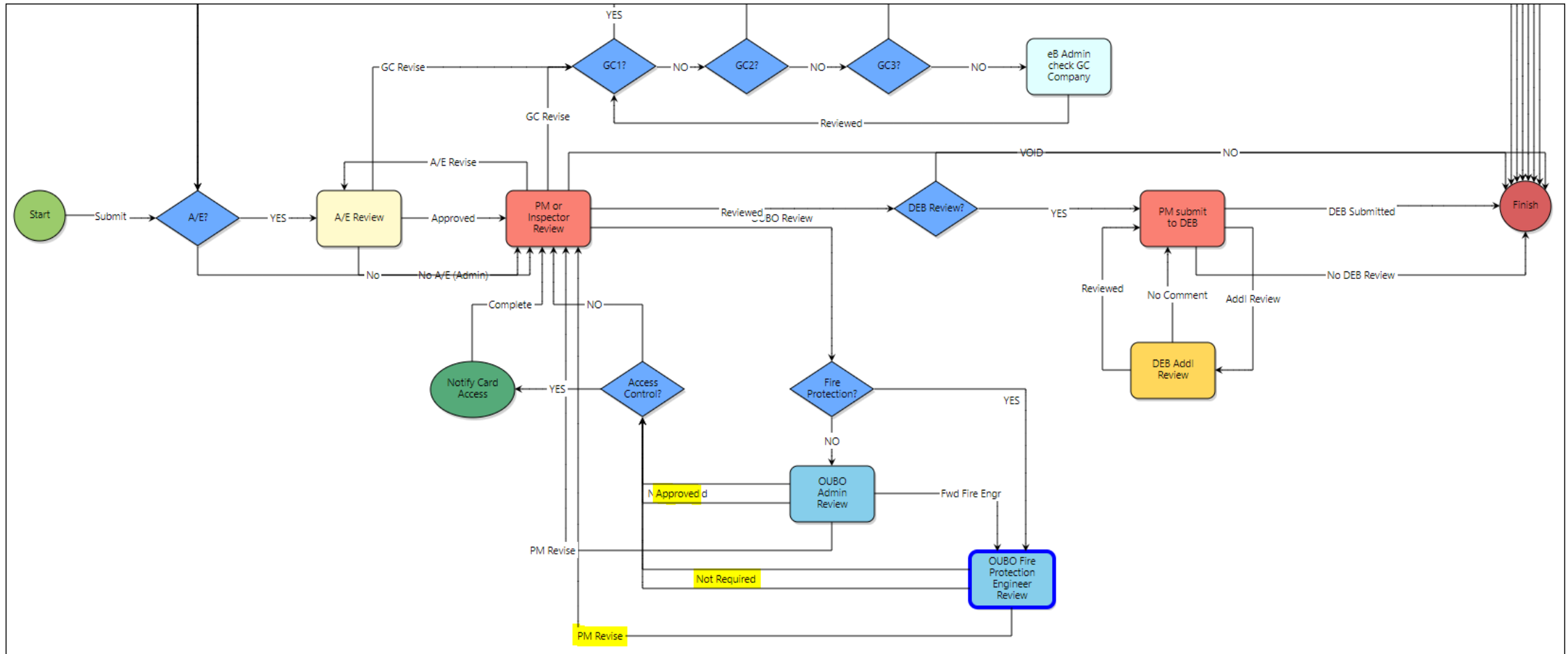
-- Please select an action --
Take Action
Check Spelling
Print
Copy
Delegate
Save
Cancel

-- Please select an action --
Take Action

-- Please select an action --

- Approved
- Not Required
- PM Revise

SA = Submittal Approval



-- Please select an action --
-- Please select an action --
Approved
Not Required
PM Revise

Take Action

SA = Submittal Approval

e-Builder ?

Submittal Approval (SA) - 4 Delete Instance Workflow Override All Fields View

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	zzz OUBO Test Project	Project Number:	Z912345
Process Document:	SA - 4	* Overall Due Date:	06.29.2023 05:00pm
Current Workflow Step:	PM or Inspector Review <a>Show History <a>Current Actors <a>Show Workflow Diagram	Step Due Date:	
Subject:	GMU University Building Official Fire Suppression Submittal: 210000 TEST SUBMITTAL		
Status:	Reviewed		

Details Comments (0) Documents (3) Attached Processes (0) Attached Forms (0) Attached To (0)

Instructions

Select an option from drop-down menu and click **Take Action**.

- **Approved** - Close process
- **OUBO Review** - Forward submittal to OUBO for review. **Only required for Fire Alarm, Fire Suppression, Smoke Control, and Access Control submittals.**
- **GC Revise** - Send process back to GC with comments.
- **A/E Revise** - Send process back to A/E with comments.
- **VOID**

NOTE: If the submittal relates to **Fire Alarm, Fire Suppression, Smoke Control, and Access Control**, please ensure that the appropriate option is selected in the **Type of Submittal** field.

A/E Review

Submittal with A/E: TEST SUBMITTAL_AE APPROVED.pdf (version 1)
Comments: Properties | Download (667Bytes) | Redline
A/E Additional Comments: Submittal is approved.

OUBO Review

OUBO Review File: TEST SUBMITTAL_AE APPROVED_OUBO APPROVED.pdf (version 2)
Properties | Download (667Bytes) | Redline
OUBO Review Comments:

Submittal Details

Submittal: TEST SUBMITTAL.pdf (version 1)
Properties | Download (667Bytes) | Redline

Type of Submittal: Fire Suppression

Specification Section & Paragraph: 210000

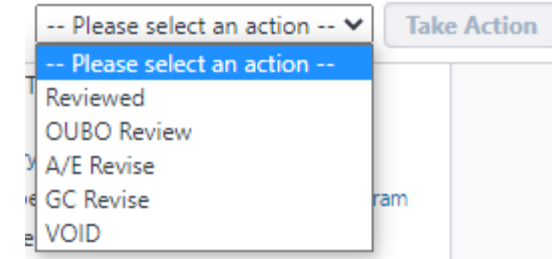
Description: TEST SUBMITTAL

CSI Division:

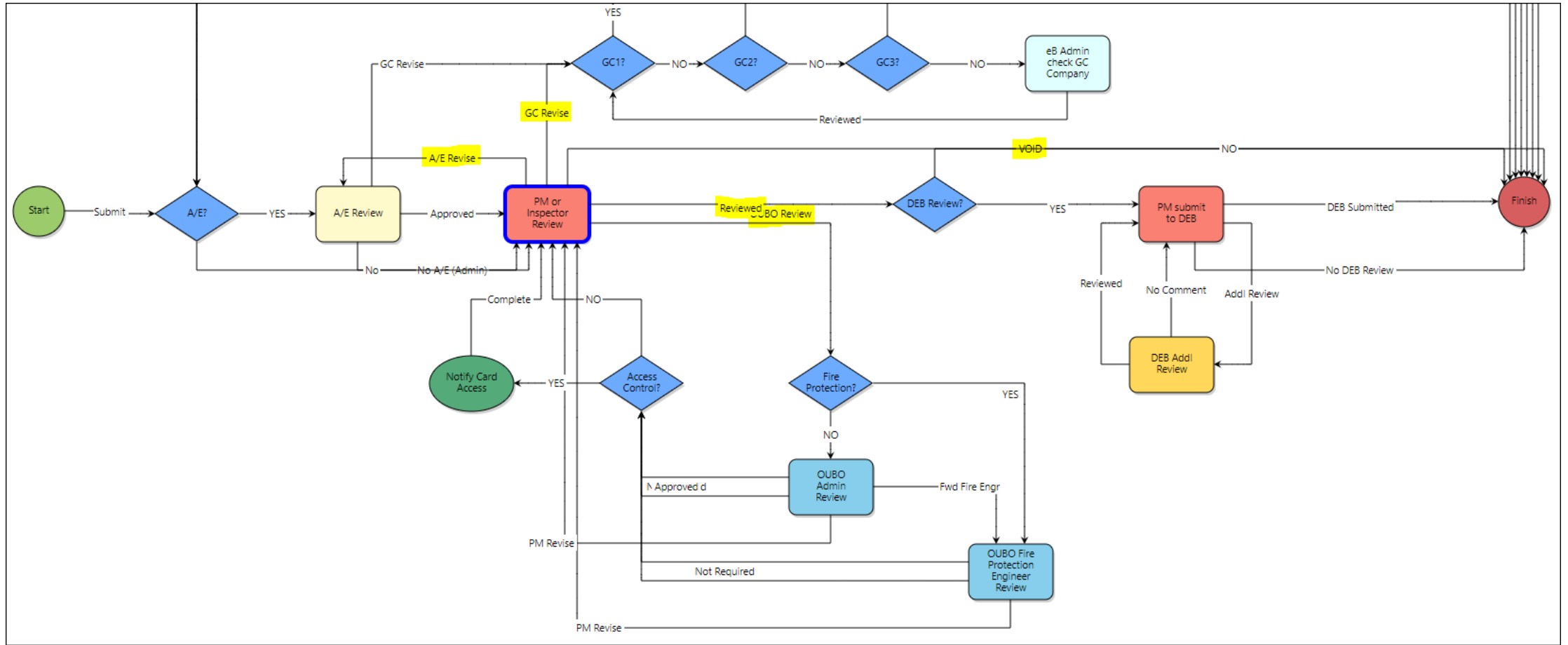
CSI Group:

Sub / Supplier:

-- Please select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel



SA = Submittal Approval



-- Please select an action --

- Please select an action --
- Reviewed
- OUBO Review
- A/E Revise
- GC Revise
- VOID





QUESTIONS?

Learn More at OUBO.GMU.EDU