



Office of University  
Building Official

# ALL TOGETHER DIFFERENT

---

OFFICE OF UNIVERSITY  
BUILDING OFFICIAL

2022 - 2023 ANNUAL REPORT





# OUR HISTORY, MISSION & VISION

---

The Restructured Higher Education Financial and Administrative Act of 2005 and the Management Agreement with the Commonwealth of Virginia granted the university the authority to designate its own building official. The office was created as a result of Mason attaining Tier III Management Authority by the Commonwealth of Virginia and approved through resolution in November 2020 by the Board of Visitors. Formal delegation of building official authority was transferred from the Division of Engineering and Buildings to the University Building Official in March 2022.

The Office of University Building Official first day of operations was March 14, 2022. The Office of University Building Official is charged with administering the Virginia Uniform Statewide Building Code (USBC) for all construction on all Mason owned facilities across the Commonwealth, including campuses in Manassas, Fairfax and the greater Washington, D.C. metro areas.

With the establishment of our office this provided Mason the opportunity to impact positive change and foster community-wide dialogue around code compliance, safety, and accessibility.

## MISSION

---

The Office of the University Building Official strives for excellence through solution based professional services advancing the quality, value, accessibility, health, and safety of our University community.

## VISION

---

To be a creative partner collaboratively seeking the best solutions for the University.





**KENNETH WALSH**

Vice President,  
Strategic Initiatives  
& Chief of Staff

**BOARD OF  
VISITORS AND  
RECTOR**

**DAVID M. KIDD**  
Building Official**BILL G. MILLER**  
Deputy Building  
Official**DONNA MARTINEZ-  
VALLEJOS**  
Permit Administrator**JUSTIN BILLER**  
Plan Examiner  
Fire Protection**TIM HAGEDORN**  
Plan Examiner  
Civil/Structural**KEVIN KLINE**  
Plan Examiner  
Electrical**ETHAN SCHOLL**  
Plan Examiner  
Mechanical/Plumbing

# OUR TEAM

The University Building Official, David M. Kidd holds a reporting and policy relationship to the Board of Visitors and the University Senior Leadership. The role of the Office of University Building Official is a critical component of the project execution cycle that includes master planning, capital and non-capital planning, procurement, project management, design and construction.

With the creation of our office it has expedited the design review, permitting and inspection process, but more importantly it provides on-site solution based collaboration with Mason Departments and stakeholders. Our main focus aligns with the University mission to create a welcoming, inclusive, safe environment and sustainable buildings for everyone to enjoy.



Campus wide accessibility is a major goal, requiring more than meeting codes or standards but exceeding them to become inclusive for everyone to enjoy this beautiful campus”

– DAVID M. KIDD  
Building Official

# OUBO TEAM

Our highly qualified team of seven dedicated engineer plan reviewers, inspectors and permit administrator have 174 years of combined experience in design, building, inspections and construction. The team are cross-trained to serve as primary liaison with outside regulatory agencies on code issues that affect the design, construction, and approval to occupy new university facilities or maintain existing ones.

We have continued to create, redesign, update, and sometimes replace steps within each of our processes, forms, and website to improve the services that we provide. Every aspect of our departmental processes are being evaluated through the lens of how we can realize our full value and service potential to all stakeholders.



**521** HOURS  
OF ANNUAL  
PROFESSIONAL  
DEVELOPMENT  
COMPLETED

REPRESENTED  
MASON AT **15**  
PROFESSIONAL  
CONFERENCES

**2** MASTER CODE  
PROFESSIONALS  
(Highest level of Building Code  
Certification)

**18**  
PROFESSIONAL  
MEMBERSHIPS

OVER **122**  
CERTIFICATIONS





**325**

PLANS REVIEWED

**207**

PERMITS ISSUED

**499**

INSPECTIONS

## OUBO SERVICES

---

The 2023 Annual Report provides information utilizing metrics to identify service functions including construction plan review, permits and inspections from the start of operations. Having the Office of University Building Official on campus provides increased service response resulting in improved project schedules and constructibility.

To help facilitate on-time and within-budget project delivery, the Office of University Building Official collaborates with project stakeholders from the university community throughout the duration of the project to identify potential code issues early and provide solutions based dialogue.



# PLAN REVIEWS

Having technical expertise and deep knowledge of Mason facilities means we identify problems and provide fast quality solutions. As Licensed professionals we hold the highest standard of integrity to ensure conformance with federal and state codes plus University standards.

When plans are reviewed by discipline specific professionals we identify potential issues in projects that often don't reveal themselves until the end of the construction process, we then work with the design team and project management to ensure project success while meeting codes.

On average our team of reviewers perform plan reviews daily and have completed 100% of reviews prior to project deadlines.

## WORKING DRAWINGS

**145**

**8.21** AVG.  
REVIEW DAYS

## PRELIMINARY DESIGNS

**16**

**8.24** AVG.  
REVIEW DAYS

## ADMINISTRATIVE REVIEWS

**7**

**1.53** AVG.  
REVIEW DAYS

## SCHEMATIC DESIGNS

**3**

**3.90** AVG.  
REVIEW DAYS

## CONCEPT/RE-EVALUATION DESIGN

**11**

**5.36** AVG.  
REVIEW DAYS





## OUBO PERMIT TYPES

2

DEMOLITION PERMITS

10

PLUMBING PERMITS

10

FIRE ALARM PERMITS

11

FIRE SUPPRESSION PERMITS

20

MECHANICAL PERMITS

63

ELECTRICAL PERMITS

74

BUILDING PERMITS

## PERMITS

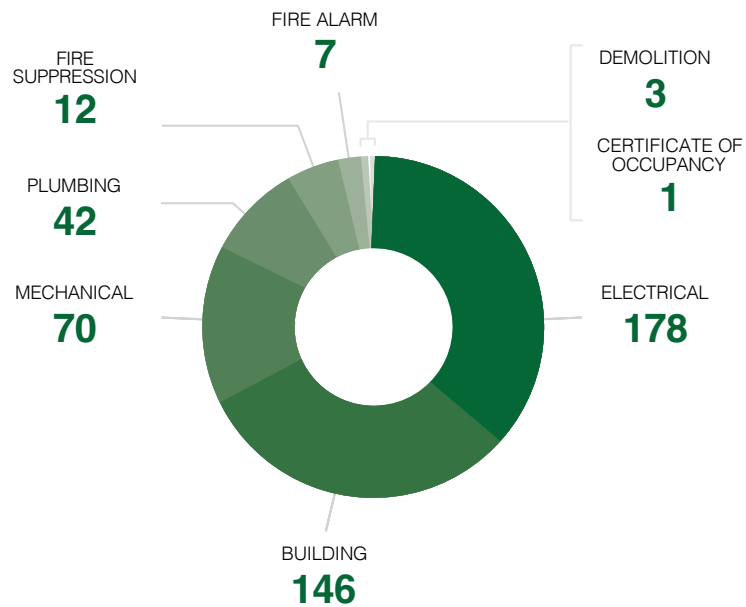
While most building permits we issue are for renovation work or new construction, we also issue demolition permits, early-site, foundation or structural work, temporary structures, and small projects. To expedite the start of construction on projects our office strives to provide excellent customer service and responsiveness.

TYPE OF REVIEW	AVG. REVIEW DAYS
License Verification	0.3
Permit Application Approval	1.5



# INSPECTIONS

The inspection program provides customer-focused services through collaboration and clear communication with project managers, construction field representatives and contractors. Our on-site inspection team provides immediate response to inspection requests to ensure compliance with life safety, accessibility, structural, mechanical, electrical, and plumbing codes. In addition, they are able to share their expertise with contractors and provide solutions for issues that may arise during the project inspections and avoid delays/cost to projects.



**1.89** AVG. DAYS  
FOR INSPECTION

**0.58** AVG. DAYS  
TO SCHEDULE  
INSPECTION

**0.24** AVG.  
DAYS TO ASSIGN  
INSPECTOR



The Office of University Building Official plays a critical role in assisting project managers, architects, engineers and contractors performing construction in new and existing facilities. Our highly qualified team exemplifies lifelong learning and strives to stay current on building codes and industry standards to better serve the University as code professionals. The Office of University Building Official provides training opportunities to all stake holders.

- 9 Trainings sessions on construction standards, fire protection, HECO standards for plan design, plan submission, plan reviews, permit applications, inspections, and e-Builder construction management system.
- 308 Attendees (project managers, architects, engineers, contractors, construction inspectors, emergency management personnel, information technology personnel, and facilities maintenance trades staff).
- Scheduled individual meetings with term Contractors.
- Provided individual meetings/training to Architects & Engineers.

“When working with clients and stakeholders we believe it is important to educate and train our customers and colleagues while seeking feedback for improvement of services”

– DAVID M. KIDD  
Building Official



# COLLECTIVE CONNECTIONS

---

The Building Official and Plan Review Engineers worked over a year to support Facilities Administration on the 2023 edition of the Higher Education Capital Outlay (HECO Manual) updates and revisions, which were completed February 6, 2023.

Currently, our OUBO Team is working with Facilities Administration on the updates and revision to Mason's Design Standard Manual. In addition, we have established ongoing meetings with stakeholders, University Departments and Partners to continue working toward improvement of services through partnerships, training and collaboration.

## PARTNERSHIPS

---

- UNIVERSITY SENIOR LEADERSHIP
- FACILITIES LEADERSHIP TEAM
- PROJECT MANAGERS / CFR
- ARCHITECTS, ENGINEERS & GENERAL CONTRACTORS
- FACILITIES MAINTENANCE DEPARTMENTS
- UNIVERSITY DEPARTMENTS
- VARIOUS JURISDICTION BUILDING DEPARTMENTS
- VIRGINIA TECH & UNIVERSITY OF VIRGINIA BUILDING OFFICE
- EMERGENCY MANAGEMENT
- FIRE MARSHAL
- VIRGINIA DIVISION OF ENGINEERING & BUILDINGS

# BENEFITS & GOALS

The OUBO continues to strive for excellence through solution-based professional services advancing the quality, value, accessibility, health, and safety of our University.

- Partner with state & local officials including building officials from Virginia Tech and University of Virginia to foster new or improved relationships which will help the University community thrive through collective connections.
- Continue to proactively reach out to our customers and colleagues with the purpose to provide education and training while gaining insight and feedback for improvements to our methods to better serve our customers.
- University Building Code Analysis database integration within Archibus with support from Capital Strategy & Planning.
- Certifications offer OUBO flexibility in succession planning as well as cross-training which provides improved services during limited disruptions or increased work loads. All staff members are encouraged to seek ICC certification as Master Code Professional (MCP), of which David Kidd and Justin Biller currently hold. Only one other Virginia Office of University Building official has a MCP.

- Accurate, responsive, and effective services to all stakeholders
- Plan review delivery to bid phase
- Improved quality & accuracy of construction documents
- Reduced liability and fewer change orders
- Greater Energy Efficiency and less utility costs
- Improved construction quality
- Fewer warrant and service calls after completion
- Improved University built environment

