



Office of University Building Official

4400 University Drive, MS 1E4; Fairfax, VA 22030

Telephone: (703) 993-6070

Administrative Plan Review Tips

1. Submit Drawings, Specifications, Bulletins, Shop Drawings, etc., using [e-Builder](#).
2. When submitting construction documents, drawings and specifications they should be in separate files. Each individual bulletin or request for changes must be in individual files. Shop Drawings should be in one file.
3. All files to be submitted to OUBO should be consolidated by the A/E. The A/E is responsible for the documents and if you combine or change the file they send, you release the A/E of that responsibility.
4. Do not submit every bulletin or RFI to this office. A good rule of thumb is that if the change were a stand-alone project, would it require a building permit? If the answer is yes, submit it for review. If there is any doubt, contact OUBO Building Official for clarification.
5. Send responses to review comments using [e-Builder](#).
6. Go to [Building and Project Permits](#) for detailed information on the process.
7. Use one name for your project. The name of your project when submitted to this office should include the building name, location, and description, in that order.
8. Ensure the work order number is active when you submit a project. Some preliminary work is required for every project before the reviews start.
9. Provide a 2" x 2.5" box in the same location on all sheets for the OUBO Stamp.
10. Small Project team reviews will be scheduled when requested by the Project Manager (PM) or Facilities Maintenance (FM). See [Small Project Review](#) for more information such as project size, submittal times, etc.