



Office of University Building Official

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Procedure Guidance

DATE: December 4, 2023

TO: Associates and Coworkers

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

SUBJECT: **Small Project Review**

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

SMALL PROJECT REVIEW/PERMIT

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

If you have a **Small Project** that is **not** in e-Builder, you must first submit an [OUBO Small Project Review](#) to have your project created in e-Builder and reviewed for a permit by the OUBO.