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

SUBJECT: Emergency Projects Requiring Permits and Allowable Flexibility Under VCC Section 108.1

This memo is to clarify the permitting requirements for emergency projects and to outline the flexibility allowed under the Virginia Construction Code (VCC) to support a timely response to urgent conditions on campus.

Emergency situations occasionally necessitate immediate action to protect life safety, prevent property damage, or restore essential operations. In these instances, construction or repair work may need to begin before the normal permitting process can be completed. The OUBO fully recognizes this operational reality and is committed to supporting Facilities teams as they manage such events.

VCC Section 108.1 provides important flexibility for emergency work. The Code states:

"In case of an emergency, the application shall be submitted by the end of the first working day that follows the day such work commences. In addition, the building official may authorize work to commence pending the receipt of an application or the issuance of a permit."

This provision allows critical work to begin immediately when circumstances require it, while still ensuring proper documentation and compliance shortly thereafter. To remain aligned with the Code and maintain safety and regulatory consistency, the following expectations apply:

1. **Notification:** Facilities should notify the OUBO as soon as an emergency condition is identified and emergency work is expected to begin.
2. **Permit Application:** The permit application process must be started no later than the end of the first working day following the start of emergency work, per VCC 108.1. An UBOPL process with scope of work, location, and floorplan if applicable, must be provided for OUBO consideration.
3. **Coordination:** OUBO will coordinate closely with project managers, contractors, and inspectors throughout the emergency response and subsequent permitting steps.

4. **Support:** Our office remains committed to helping expedite review, providing guidance in real time, and ensuring that emergency actions proceed safely and in compliance with applicable codes.

We understand that emergencies create pressure on project teams and require rapid decision-making. The OUBO's priority is to remain a collaborative partner, helping ensure that urgent work can begin promptly while maintaining the safety, compliance, and documentation standards expected of the University.