



OUBO Process Enhancements (Existing & New)

Office of University Building Official

Agenda

- HECO-6a6b Forms Update (5 minutes)
- UBOPPL Plan Review Process Update (5 minutes)
- C017 Permit Application Process Update (10 minutes)
- C017P OUBO Permit Process Update (5 minutes)
- UBOSC Substantial Completion Process Update (10 minutes)
- OUBO Building Code Data Sheet Update (1 minute)
- Questions (15 minutes)



HECO-6a6b Forms Update

- HECO-6a6b Forms historically have been packaged together and now will be split into separate documents to avoid confusion.

STATEMENT OF STRUCTURAL & SPECIAL INSPECTIONS

2021 Code Version (Revised 05/27/26) HECO-6a

PROJECT TITLE: _____ DATE: _____

PROJECT CODE/PROJECT #: _____

A/E OF RECORD: _____

The following firms and/or individuals (with address and telephone number shown) are designated to perform the Structural & Special Inspections designated on the HECO-6b. The firm/ individual has the necessary experience, qualifications, certifications, and/or licenses to perform the indicated functions.

TESTING AND INSPECTION SERVICE

SPECIAL INSPECTION & TEST LAB	INSPECTION MANAGER RDP OF RECORD	SMOKE CONTROL TESTING & INSPECTION
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____

UNIVERSITY REPRESENTATIVES & PROJECT STAFF

STRUCTURAL OBSERVER	CONST. FIELD REP. (CFR)	PROJECT MANAGER
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____

Inspection and/or Testing responsibilities are indicated on the Structural & Special Inspections Schedule, HECO-6b. Copies of all test data and reports shall be provided to the A/E of Record and to the University's Project Manager on a timely basis. The Contractor and OUBO shall be notified of all deficiencies and discrepancies in a timely manner so that corrective action can be taken.

PROFESSIONAL OVERSIGHT AND CERTIFICATION

STRUCTURAL ENGINEER OF RECORD	RDP OF RECORD	SMOKE CONTROL RDP
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____
(Signature) (Date)	(Signature) (Date)	(Signature) (Date)

CODE OFFICIAL'S ACCEPTANCE

Approved: _____ This form is approved by the University Building Official upon acceptance and permitting of the project plans and specifications.

Comments: _____

Original to: University Project Manager

Copies to: Design Team
Support Staff

2021 VUSBC SPECIAL INSPECTIONS HECO-6b

2021 Code Version (Revised 01/13/25) Project Title: _____
Project Code/ Project #: _____

MATERIAL/ACTIVITY	TYPE OF INSPECTION <small>(RDP add lines as needed to identify other required items)</small>	REQD THIS PROJ? (Yes)	REFERENCE	INSPECTION / TEST BY				
				SPECIAL INSPECTOR/TEST LAB	RDP OF RECORD	OTHER	OTHER	OTHER
CONTRATOR RESPONSIBILITY (see note 8)				Contractor				
Structure	Special inspections for Wind Resistance and/or Seismic resistance.		VCC 1704.6	X		8		
STRUCTURAL OBSERVATIONS (see note 7)								
Structure	Structural observations for structures as identified by the structural observer in a written statement.		VCC 1704.6		X (C/P)			
FOUNDATIONS								
Soil	Verify material below shallow foundations are adequate to achieve the design bearing capacity.		VCC T1705.6 #1	X (Periodic)				
Soil	Verify excavation is extended to proper depth and has reached proper material.		VCC T1705.6 #2	X (Periodic)				
Soil	Perform classification and testing of compacted fill materials.		VCC T1705.6 #3	X (Periodic)				
Soil	During fill placement verify conformance to geotechnical report.		VCC T1705.6 #4	X				
Soil	Prior to fill, inspect subgrade to verify prepared properly.		VCC T1705.6 #5	X (Periodic)				
Helical Pile	Install equipment, pile dimensions, tip elevations, final depth, final installation torque and other pertinent installation data.		VCC 1705.9	X				
Deep Foundations	Reasonable doubt as to the structural integrity.		VCC 1705.10	X	X (C/P)			
Deep Foundations	Verify element materials, sizes and lengths.		VCC T1705.7 #1	X				
Deep Foundations	Determine capacities of test elements and conduct additional load tests.		VCC T1705.7 #2	X				
Deep Foundations	Inspect driving operations and maintain complete and accurate records.		VCC T1705.7 #3	X				
Deep Foundations	Record placement and install criteria.		VCC T1705.7 #4	X				
Deep Foundations	For steel elements, perform special inspections per 1705.2		VCC T1705.7 #5	X				
Deep Foundations	For concrete elements, perform special inspections per 1705.3		VCC T1705.7 #6	X				
Deep Foundations	For specialty elements, perform additional inspections per the RDP.		VCC T1705.7 #7	X				
Deep Foundations	Inspect drilling operations and maintain complete and accurate records.		VCC T1705.8 #1	X				
Cast Deep Fnds	Record placement and install criteria.		VCC T1705.8 #2	X				
Cast Deep Fnds	For concrete elements, perform special inspections per 1705.3		VCC T1705.8 #3	X				

HECO-6a6b Forms Update

- HECO-6b is now required as part of the Working Drawing set during the UBOPL Plan Review Process.

2021 Code Version (Revised 01/13/25)		2021 VUSBC SPECIAL INSPECTIONS		HECO-6b			
Project Title:							
Project Code/ Project #:							
MATERIAL/ ACTIVITY	TYPE OF INSPECTION <small>(RDP add lines as needed to identify other required items)</small>	REQD THIS PROJ? (Yes)	REFERENCE	INSPECTION / TEST BY			
				SPECIAL INSPECTOR/ TEST LAB	RDP OF RECORD	OTHER:	OTHER:
CONTRATOR RESPONSIBILITY (see note 8)				Contractor			
Structure	Special inspections for Wind Resistance and/or Seismic resistance.		VCC 1704.6	X		8	
STRUCTURAL OBSERVATIONS (see note 7)							
Structure	Structural observations for structures as identified by the structural observer in a written statement.		VCC 1704.6		X (C/P)		
FOUNDATIONS							
Soil	Verify material below shallow foundations are adequate to achieve the design bearing capacity.		VCC T1705.6 #1	X (Periodic)			
Soil	Verify excavation is extended to proper depth and has reached proper material.		VCC T1705.6 #2	X (Periodic)			
Soil	Perform classification and testing of compacted fill materials.		VCC T1705.6 #3	X (Periodic)			
Soil	During fill placement verify conformance to geotechnical report.		VCC T1705.6 #4	X			
Soil	Prior to fill, inspect subgrade to verify prepared properly.		VCC T1705.6 #5	X (Periodic)			
Helical Pile	Install equipment, pile dimensions, tip elevations, final depth, final installation torque and other pertinent installation data.		VCC 1705.9	X			
Deep Foundations	Reasonable doubt as to the structural integrity.		VCC 1705.10	X	X (C/P)		
Deep Foundations	Verify element materials, sizes and lengths.		VCC T1705.7 #1	X			
Deep Foundations	Determine capacities of test elements and conduct additional load tests.		VCC T1705.7 #2	X			
Deep Foundations	Inspect driving operations and maintain complete and accurate records.		VCC T1705.7 #3	X			
Deep Foundations	Record placement and install criteria.		VCC T1705.7 #4	X			
Deep Foundations	For steel elements, perform special inspections per 1705.2		VCC T1705.7 #5	X			
Deep Foundations	For concrete elements, perform special inspections per 1705.3		VCC T1705.7 #6	X			
Deep Foundations	For specialty elements, perform additional inspections per the RDP.		VCC T1705.7 #7	X			
Cast Deep Fnds	Inspect drilling operations and maintain complete and accurate records.		VCC T1705.8 #1	X			
Cast Deep Fnds	Record placement and install criteria.		VCC T1705.8 #2	X			
Cast Deep Fnds	For concrete elements, perform special inspections per 1705.3		VCC T1705.8 #3	X			

1000 Clarendon Blvd
Washington, DC 20004
www.perkinswill.com

STAMPS
DUBB



PROJECT
WORKING PROJECT NAME:
BASKETBALL & ACADEMIC PERFORMANCE CENTER (RAC ADDITION)
4350 Barringer Creek Ct.
Fairfax, VA 22034



KEY PLAN

ISSUE CHART

DATE: 08/11/2021
SHEET NUMBER: 0000

TITLE
2021 VUSBC SPECIAL INSPECTIONS

SHEET NUMBER

S-0006

2021 VUSBC SPECIAL INSPECTIONS - FOUNDATIONS. Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify foundation design and construction'.

2021 VUSBC SPECIAL INSPECTIONS - CONCRETE CONSTRUCTION. Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify concrete placement and curing'.

2021 VUSBC SPECIAL INSPECTIONS - REBAR CONSTRUCTION. Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify rebar placement and spacing'.

2021 VUSBC SPECIAL INSPECTIONS - STEEL CONSTRUCTION. Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify steel erection and welding'.

2021 VUSBC SPECIAL INSPECTIONS - WIND FORCE RESISTANCE. Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify wind force resistance design'.

2021 VUSBC SPECIAL INSPECTIONS - FIREPROOFING. Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify fireproofing application'.

2021 VUSBC SPECIAL INSPECTIONS - EXTERIOR INSULATION & FINISH SYSTEMS (EIFS). Table with columns: NO. OF INSPECTIONS, TYPE OF INSPECTION, FREQUENCY, SPECIAL INSPECTION, etc. Includes items like 'Verify EIFS installation'.

- 1. Fabricator, supplier, ready-mixed plant or other producer shall provide certificate from an approved independent inspection, testing or quality assurance agency...
2. All steel erection fabricator supplier produce certificate for conformance or compliance...
3. Erector shall submit manufacturer's certificate of conformance for the materials products as required by VCC 1704.6...
4. All steel erection records and test results shall be available for inspection...
5. Special inspection firm shall have expertise in the production engineering, mechanical engineering, and construction as an estimator...
6. The Director's structural observer shall submit a written statement to DUBO identifying the frequency and extent of structural observations as required by VCC 1704.8...
7. VCC 1704.3 requires special inspections for seismic or other resistance. This statement of inspections shall identify systems or components that are subject to such special inspection or tests in accordance with VCC 1704.3.2 and 1704.3.3. This statement shall include, but not be limited to, the written statement of responsibility as required by VCC 1704.3.4.

HECO-6a6b Forms Update

- HECO-6a is required during the CO17 Permit Application Process.

STATEMENT OF STRUCTURAL & SPECIAL INSPECTIONS

2021 Code Version (Revised 05/27/26) HECO-6a

PROJECT TITLE: _____ DATE: _____

PROJECT CODE/ PROJECT #: _____

A/E OF RECORD: _____

The following firms and/or individuals (with address and telephone number shown) are designated to perform the Structural & Special Inspections designated on the HECO-6b. The firm/ individual has the necessary experience, qualifications, certifications, and/or licenses to perform the indicated functions.

TESTING AND INSPECTION SERVICE

SPECIAL INSPECTION & TEST LAB	INSPECTION MANAGER RDP OF RECORD	SMOKE CONTROL TESTING & INSPECTION
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/ST/Zip: _____	City/ST/Zip: _____	City/ST/Zip: _____
Phone: _____	Phone: _____	Phone: _____

UNIVERSITY REPRESENTATIVES & PROJECT STAFF

STRUCTURAL OBSERVER	CONST. FIELD REP. (CFR)	PROJECT MANAGER
Name: _____	Name: _____	Name: _____
Address: _____	Email: _____	Email: _____
City/ST/Zip: _____		
Phone: _____		

Inspection and/or Testing responsibilities are indicated on the Structural & Special Inspections Schedule, HECO-6b. Copies of all test data and reports shall be provided to the A/E of Record and to the University's Project Manager on a timely basis. The Contractor and OUBO shall be notified of all deficiencies and discrepancies in a timely manner so that corrective action can be taken.

PROFESSIONAL OVERSIGHT AND CERTIFICATION

STRUCTURAL ENGINEER OF RECORD	RDP of RECORD	SMOKE CONTROL RDP
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/ST/Zip: _____	City/ST/Zip: _____	City/ST/Zip: _____
Phone: _____	Phone: _____	Phone: _____
_____ (Signature) (Date)	_____ (Signature) (Date)	_____ (Signature) (Date)

CODE OFFICIAL'S ACCEPTANCE

Approved: _____ This form is approved by the University Building Official upon acceptance and permitting of the project plans and specifications.

Comments: _____

Original to: University Project Manager

Copies to: Design Team
Support Staff

STATEMENT OF STRUCTURAL & SPECIAL INSPECTIONS

2021 Code Version
(Revised 05/27/26)

HECO-6a

DATE: _____

PROJECT TITLE: _____

PROJECT CODE/ PROJECT #: _____

A/E OF RECORD: _____

The following firms and/or individuals (with address and telephone number shown) are designated to perform the Structural & Special Inspections designated on the HECO-6b. The firm/ individual has the necessary experience, qualifications, certifications, and/or licenses to perform the indicated functions.

TESTING AND INSPECTION SERVICE

SPECIAL INSPECTION & TEST LAB

INSPECTION MANAGER RDP OF RECORD

SMOKE CONTROL TESTING & INSPECTION

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____

UNIVERSITY REPRESENTATIVES & PROJECT STAFF

STRUCTURAL OBSERVER

CONST. FIELD REP. (CFR)

PROJECT MANAGER

Name: _____	Name: _____	Name: _____
Address: _____	Email: _____	Email: _____
City/St/Zip: _____		
Phone: _____		

Inspection and/or Testing responsibilities are indicated on the Structural & Special Inspections Schedule, HECO-6b. Copies of all test data and reports shall be provided to the A/E of Record and to the University's Project Manager on a timely basis. The Contractor and OUBO shall be notified of all deficiencies and discrepancies in a timely manner so that corrective action can be taken.

PROFESSIONAL OVERSIGHT AND CERTIFICATION

STRUCTURAL ENGINEER OF RECORD

RDP of RECORD

SMOKE CONTROL RDP

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____
<input checked="" type="checkbox"/> _____ (Signature) (Date)	<input checked="" type="checkbox"/> _____ (Signature) (Date)	<input checked="" type="checkbox"/> _____ (Signature) (Date)

CODE OFFICIAL'S ACCEPTANCE

Approved: This form is approved by the University Building Official upon acceptance and permitting of the project plans and specifications.

Comments:
Original to: University Project Manager
Copies to: Design Team
Support Staff

HECO-6a6b Forms Update

- Be sure to use the latest version of the HECO-6a and HECO-6b Forms found at this website:
 - <https://facilities.gmu.edu/resources/heco-dgs-forms/>

Download Forms

Check the "Rev Date" (revision date) column, which is in month/year format, to verify the latest form version.

Showing 1-1 of 1

25 per page

Form Name	DGS Form #	Alternate ID #	File	Format	Rev Date mm-yy
Statement of USBC Special Inspections including 2021 USBC Special Inspections list		HECO-6a6b	Download	PDF	04-25

UBOPL Plan Review Process Update

- HECO-6b is now required as part of the Working Drawing set during the UBOPL Plan Review Process.

The image displays a sample drawing set for '2021 VUSBC SPECIAL INSPECTIONS'. It consists of multiple sheets of forms arranged in a grid. Each sheet has a header section with project information and a main table area. The tables contain columns for various inspection items, with some cells highlighted in yellow. On the right side of the drawing set, there is a title block containing the following information:

- Perkins & Will** logo and name.
- PROJECT:** BASKETBALL & ACADEMIC PERFORMANCE CENTER (BAC ADDITION).
- LOCATION:** 4330 Braddock Road, Fairfax, VA 22031.
- CLIENT:** GEORGE MASON UNIVERSITY.
- ADDRESS:** 4400 University Dr., Fairfax, VA.
- DATE:** 08/11/2021.
- SCALE:** AS SHOWN.
- PROJECT NUMBER:** 2021 VUSBC SPECIAL INSPECTIONS.
- SHEET NUMBER:** S-0006.

UBOPL Plan Review Process Update

- HECO-6b Form drag-and-drop field will be removed as the form is now required as part of the Working Drawing set.

Are there special inspections required?:	If yes, please provide the HECO-6b. Yes	Statement of USBC Special Inspections (HECO-6b Only)	Download File Drag and drop file here or Browse Computer Browse Builder
--	--	---	--



UBOPL Plan Review Process Update

- Added the ability to spawn a UBOMR Meeting Request Process if OUBO feels it is required after completing a Plan Review.

OUBO Review

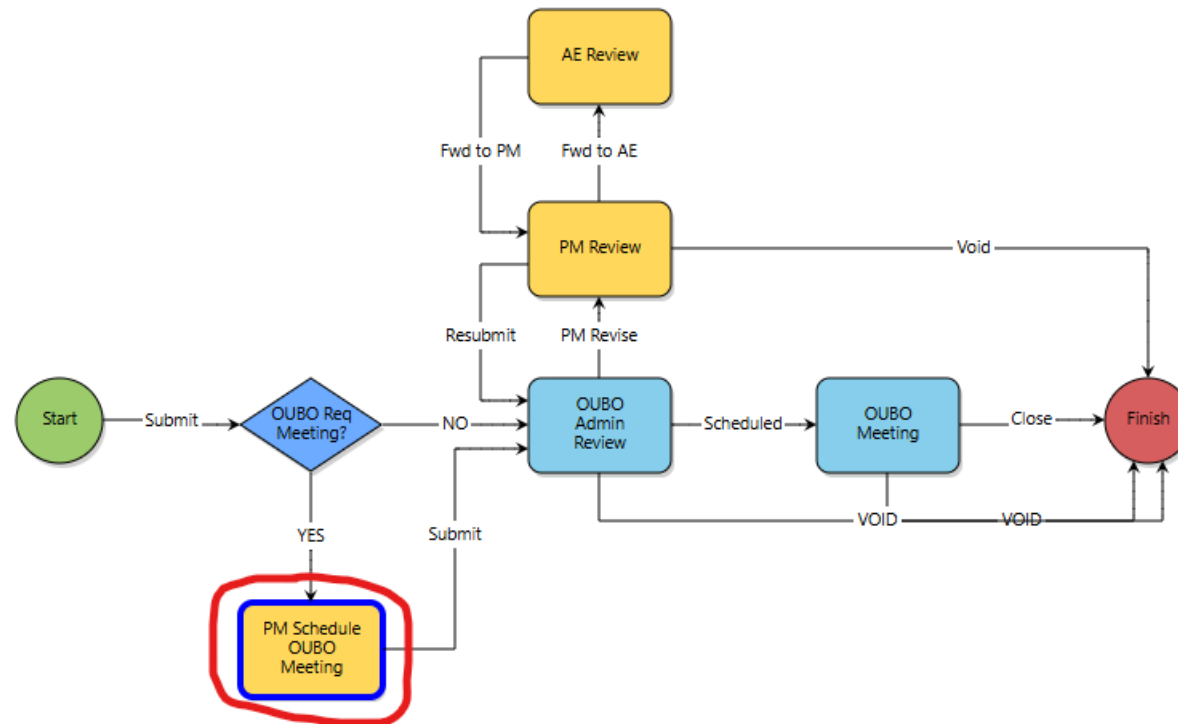
Upload OUBO Review File and Comments under the Comments tab.

* Bluebeam Session:	Yes
* UBOMR Required:	Yes
* EHS Notification:	EHS will be notified once the drawing review is complete. No
* Access Control Notification:	No
* Land Development Notification:	No



UBOPL/UBOMR Plan Review Process Update

- The spawned UBOMR Process will show up in the GMU PM's court to submit the potential dates/times for the meeting request.



C017 Permit Application Process Update

- GMU PM required input has been significantly simplified.
- Just need to know who is doing the work:
 - GC Company Name, Contact Name, Phone #, and DPOR License #.
 - Where the scope of work requires Special Inspections, provide the completed HECO-6a Form and Special Inspector(s) Credentials.

Contractors ^

<p>* General Contractor:</p> <p>* GC Contact Name, Phone, License #:</p>	<p>[Lookup]</p> <input type="text"/>
<p>* Special Inspections Required:</p> <p>Completed HECO-6a [REDACTED]</p> <p>Special Inspector Credentials:</p>	<p>Yes v</p> <p>Download File</p> <p><i>Drag and drop file here</i> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/></p> <p><i>Drag and drop file here</i> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/></p>

STATEMENT OF STRUCTURAL & SPECIAL INSPECTIONS

2021 Code Version
(Revised 05/27/26)

HECO-6a

DATE: _____

PROJECT TITLE: _____

PROJECT CODE/ PROJECT #: _____

A/E OF RECORD: _____

The following firms and/or individuals (with address and telephone number shown) are designated to perform the Structural & Special Inspections designated on the HECO-6b. The firm/ individual has the necessary experience, qualifications, certifications, and/or licenses to perform the indicated functions.

TESTING AND INSPECTION SERVICE

SPECIAL INSPECTION & TEST LAB

INSPECTION MANAGER RDP OF RECORD

SMOKE CONTROL TESTING & INSPECTION

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____

UNIVERSITY REPRESENTATIVES & PROJECT STAFF

STRUCTURAL OBSERVER

CONST. FIELD REP. (CFR)

PROJECT MANAGER

Name: _____	Name: _____	Name: _____
Address: _____	Email: _____	Email: _____
City/St/Zip: _____		
Phone: _____		

Inspection and/or Testing responsibilities are indicated on the Structural & Special Inspections Schedule, HECO-6b. Copies of all test data and reports shall be provided to the A/E of Record and to the University's Project Manager on a timely basis. The Contractor and OUBO shall be notified of all deficiencies and discrepancies in a timely manner so that corrective action can be taken.

PROFESSIONAL OVERSIGHT AND CERTIFICATION

STRUCTURAL ENGINEER OF RECORD

RDP of RECORD

SMOKE CONTROL RDP

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/St/Zip: _____	City/St/Zip: _____	City/St/Zip: _____
Phone: _____	Phone: _____	Phone: _____
<input checked="" type="checkbox"/> _____ (Signature) (Date)	<input checked="" type="checkbox"/> _____ (Signature) (Date)	<input checked="" type="checkbox"/> _____ (Signature) (Date)

CODE OFFICIAL'S ACCEPTANCE

Approved: This form is approved by the University Building Official upon acceptance and permitting of the project plans and specifications.

Comments:
Original to: University Project Manager
Copies to: Design Team
Support Staff

C017 Permit Application Process Update

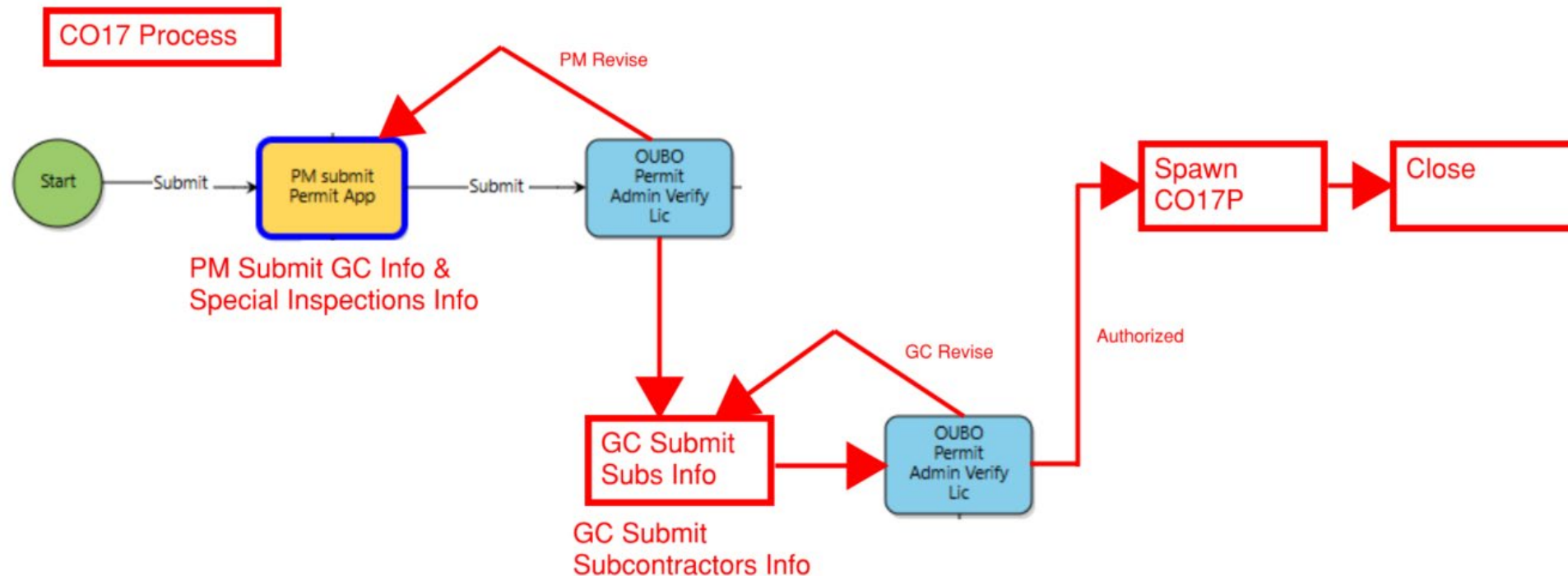
- After information provided by GMU PM has been reviewed and approved, the GC will need to input their Subcontractor(s) information:
 - Subs Company Name, Contact Name, Phone #, and DPOR License #.

Electrical Contractor, Contact Name, Phone, License No:	<input type="text"/>
Electrical DPOR License:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Fire Alarm Contractor, Contact Name, Phone, License No:	<input type="text"/>
Fire Alarm DPOR License:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Fire Suppression Contractor, Contact Name, Phone, License No:	<input type="text"/>
Fire Suppression DPOR License:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Mechanical Contractor, Contact Name, Phone, License No:	<input type="text"/>
Mechanical DPOR License:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Plumbing Contractor, Contact Name, Phone, License No:	<input type="text"/>
Plumbing DPOR License:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>



CO17 Permit Application Process Update

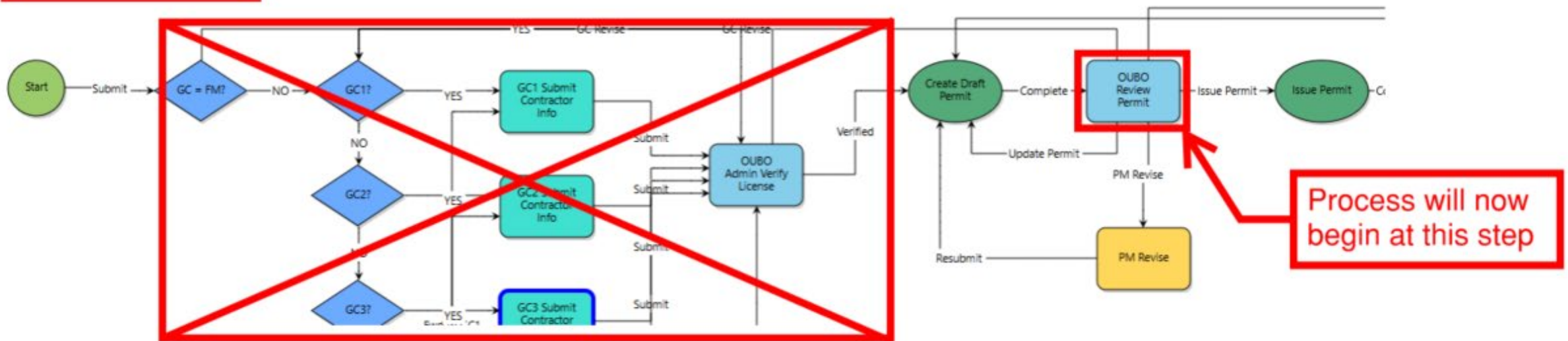
- The step for the GC to input their Subcontractor(s) information was moved from the CO17P OUBO Permit process to the CO17 Permit Application Process to avoid delays and confusion.



CO17P OUBO Permit Process Update

- The step for the GC to input their Subcontractor(s) information was moved from the CO17P OUBO Permit process to the CO17 Permit Application Process to avoid delays and confusion.

CO17P Process

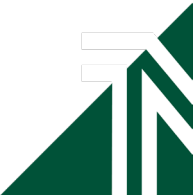


UBOSC Substantial Completion Process Update

- This process is the place to upload all Permit Close-out Documents.
- Required Permit Close-out Documents are identified by OUBO during the Plan Review.
- The list of required documents is printed on the Permit and now copied over to the UBOSC process.

Required Documents

Project Required Documents:	HECO-13.1b Final Report of Special Inspections including all reports numbered sequentially HECO-13.1ubo Statement for Substantial Completion & Occupancy Roofing Completion Report (HECO Appendix G) Building Envelope Pressurization Test Report per VECC 402/ASHRAE 90.1 Section 5 Final Commissioning Report per VECC 408/ASHRAE 90.1 Section 4 DGS-30-381 & DGS-30-382 Forms per HPBA/VEES LEED/Green Globes Program Certificate per HPBA/VEES Final Record of Completion per NFPA 72 Chapter 7
-----------------------------	--



UBOSC Substantial Completion Process Update

- The GC is responsible for uploading a copy of each required document to the UBOSC process.
- This should be done using the “Comments” tab to clearly identify each document and if any updates were made.

The screenshot displays the 'Comments' tab of the UBOSC process. At the top, there are navigation tabs: 'Details', 'Comments (31)', 'Documents (43)', 'Attached Processes (0)', 'Attached Forms (0)', and 'Attached To (0)'. Below these are buttons for 'Request Comment' and 'Comment'. A 'Comment' dropdown menu is visible. The first comment is from Ethan Scholl, GMU University Building Official, dated 02.06.2026 5:52 PM, with a request to upload specific items. The second and third comments are from Nam Ngo, Hoar Construction, dated 11.05.2025 6:59 AM and 10.30.2025 7:35 AM, both indicating that a document was attached. The second comment includes a file attachment: '20251105 - Clearspan Welding Certification Letter.pdf (Version 1)'. The third comment includes a file attachment: '20251027 - NFPA 13 Above Ground Material & Testing Certificate.pdf (Version 1)'. Each attachment has links for 'Properties', 'Download', and 'Redline'.

UBOSC Substantial Completion Process Update

- The OUBO Review Step has drag-and-drop fields for each document for easy progress tracking of document review and acceptance.
- Any required updates or outstanding items will be communicated via the “Comments” tab in the process.

BUILDING	
HECO-13.3b AE Checklist for Beneficial Occupancy:	<input type="text"/>
HECO-13.1b Final Report of Structural & Special Inspections:	<input type="text"/>
HECO-13.1ubo Statement for Substantial Completion and Occupancy:	<input type="text"/>
Roofing Completion Report (HECO Appendix G):	<input type="text"/>
Elevator Inspection Report and Certificate of Use:	<input type="text"/>
Thermal Envelope Certificate per VECC 401:	<input type="text"/>
Building Envelope Pressurization Test Report per VECC 402/ASHRAE 90.1 Section 5:	<input type="text"/>
Final Commissioning Report per VECC 408/ASHRAE 90.1 Section 4:	<input type="text"/>
DGS-30-381 & DGS-30-382 Forms per HPBA/VEES:	<input type="text"/>
LEED/Green Globes Program Certificate per HPBA/VEES:	<input type="text"/>

FIRE ALARM	
Final Record of Completion per NFPA 72 Chapter 7:	<input type="text"/>
As-built Record Drawings per NFPA 72 Chapter 7:	<input type="text"/>
Documentation of Central Station service provided per NFPA 72:	<input type="text"/>
Owner's Manual and Manufacturer's Instructions per NFPA 72 Chapter 7:	<input type="text"/>
Required system pretesting report per NFPA 72:	<input type="text"/>
Integrated Test Report per NFPA 4:	<input type="text"/>
Record copy of site-specific software submitted to Facilities per NFPA 72:	<input type="text"/>
Certificate for CMUs used in rated wall assemblies per VCC 703:	<input type="text"/>
Certificate for fire protection door openings per NFPA 80 Chapter 5:	<input type="text"/>
Decorations, curtains, and drapes flame resistance Certificate per NFPA 701 and	<input type="text"/>

FIRE SUPPRESSION	
Material and Test Certificates for underground sprinkler/standpipe systems per NFPA 13 and/or 14:	<input type="text"/>
Material and Test Certificates for above ground sprinkler/standpipe systems per NFPA 13 and/or 14:	<input type="text"/>
Material and Test Certificates for range hood fire suppression systems per NFPA 17A:	<input type="text"/>
Fire Pump Field Acceptance Test Form per NFPA 20:	<input type="text"/>
MECHANICAL	
Testing, Adjusting, and Balancing Report approved by RDP per VMC 608/VECC C408/ASHRAE 90.1 Section 4:	<input type="text"/>
Boiler/Pressure Vessel Inspection and Test Reports per VMC 1011:	<input type="text"/>
Boiler/Pressure Vessel Installation Certificates issued by DOLI:	<input type="text"/>
Refrigerant Pressure Test Certificate per VMC 1110/ASHRAE 15 Section 10:	<input type="text"/>

UBOSC Substantial Completion Process Update

- The CO17P OUBO Permit will close when all required close-out documents have been uploaded by the GC and reviewed and accepted by OUBO.



CMU Project Number
Building Name and Number
Building Address
Conditions involved: Building, Electrical, Fire Alarm, Fire Suppression, Mechanical, Plumbing
Reference with "Level 3 Code Book-Out (L3BO)"
List other applicable codes and standards
Add sections for ASBA Compliance Statement and the VECC Compliance Statement


Project name: _____
Project address: _____
Floor(s): _____ **Suite(s):** _____
Work Description: _____
Site-related plan #: _____
Applicable code: _____ edition-year: _____
 Virginia Construction Code: (new commercial, multi-family and R-3 residential construction)
 New Building **Addition**
 Virginia Existing Building Code: (existing commercial, multi-family and R-3 residential construction)
 Level 1 Alteration Repair
 Level 2 Alteration Change of occupancy
 Level 3 Alteration Moved building
 Historic building Addition
 Virginia Residential Code (new and alterations to existing R-5 residential construction)
 Green Building If yes, specify below criteria
None
Conditions: list below building-related proffers, development conditions, special permits, variances

Condition	Drawing # reference
1) _____	_____
2) _____	_____
3) _____	_____

Zoning application #: _____
Department of Code Compliance case: Yes No; if yes:
Case number: _____
RESIDENTIAL
Occupancy/Group: R-5 R-3
Building height: _____ (feet)
Floor or roof trusses: Yes No
Masterfile model name: _____
Utility company easements on site: Yes No
Problem soils: Yes No; if yes, submit soils report
Affordable dwelling units required: Yes No
Sound transmission class required: Yes No
Energy compliance (choose design alternative):
 Prescriptive Per RFScheck (output must be provided)

COMMERCIAL
Occupancy/Group(s): _____
Type(s) of construction: _____
Number of stories: _____ **High rise:** Yes No
Unlimited area building: Yes No
Number of Type A dwelling units (multi-family): _____
Critical structure: Yes No; if yes, attach the Statement of Special Inspections
For tenant alteration and change of use:
Purpose of space: _____
Gross area per floor: _____ (square feet)
Area of work: _____ (square feet)
Gross area of tenant space: _____ (square feet)
Base building design, code/year: _____
Fire protection:
Sprinklers: Full Partial None
Fire alarm system: Yes No
Approved central station: Yes No
Standpipes: Yes No
Hazardous materials:
 Combustible liquid Flammable liquid
 Other: _____
High pile storage installed: Yes No
Fire resistance ratings: (provide design numbers, prescription item number or calculated code section)
Floor/ceiling: _____ **Roof/ceiling:** _____
Columns: _____ **Beams:** _____
Corridors: _____ **Tenant walls:** _____
Accessibility per ICC/ANSI A117.1: (choose one)
 Fully compliant (accessible route to primary function area, including restrooms and drinking fountain)
 Technically infeasible (fixture count cannot be reduced, family/accessible restroom is provided)
 Upgrades required (up to 20% of cost of alterations)
Cost of alterations: \$ _____
Cost of upgrades: \$ _____
Upgrades provided: _____
Electrical energy compliance: (choose design alternative)
 ANSI/ASHRAE/IESNA Standard 90.1
 Virginia Energy Conservation Code

DESIGNER INFORMATION
Signed and sealed drawings by a Virginia-licensed registered design professional (RDP) may be required by the Virginia Department of Professional and Occupational Regulation. Learn more by searching for "sealed drawings" on fairfaxcounty.gov.
RDP signature* and seal required: Yes No; if yes, signature and seal are provided:
 On each sheet
 With table of contents (permissible with eplans only)
** Signatures must be original on paper-submitted plans and electronically-protected in eplans.*
Designer information (complete for all applicable trades shown on the drawings):
Building:
Name: _____
Occupation (if not an RDP): _____
Telephone: _____
Email: _____
License number: _____
Structural:
Name: _____
Telephone: _____
Email: _____
License number: _____
Mechanical:
Name: _____
Telephone: _____
Email: _____
License number: _____
Electrical:
Name: _____
Telephone: _____
Email: _____
License number: _____
Plumbing:
Name: _____
Telephone: _____
Email: _____
License number: _____
DRAWINGS MISSING REQUIRED SEALS OR DO NOT HAVE ORIGINAL OR ELECTRONICALLY-PROTECTED SIGNATURES WILL NOT BE ACCEPTED DURING PERMIT APPLICATION.

GENERAL NOTES

Failure to fully complete the applicable fields in this cover sheet may result in a failed plan review and subsequent delay in permit issuance.
This cover sheet must be submitted on 11x17 paper, eplan or incorporated in the building drawings.
Accessibility and energy conservation sections of this cover sheet are certifications endorsed by the applicable designer. Inaccuracies found during plan review must be corrected prior to permit issuance. Inaccuracy found in the field must be corrected prior to subsequent inspections.
Once approved, building drawings are subject to any corrections noted therein. Permit issuance does not waive any code requirements not identified during plan review and does not prevent county inspectors from requiring corrections in the field or plan revisions.
No changes shall be made to the approved drawings without prior county approval.
Residential drawings are not reviewed for mechanical, electrical and plumbing systems. Compliance is evaluated during inspections.
Truss shop drawings must be reviewed and approved by the county prior to erection.
No inspections will be made unless a printed set of approved drawings, including this cover sheet, are on the job site and available to the inspector.
Call Miss Utility at 811, TTY 711 before you dig.
Occupancy is not permitted until a final inspection has been approved and, when applicable, a Certificate of Occupancy is issued.

Questions?

Thank You