



Office of University Building Official

May 20, 2026

Building Safety Month

Inspection Request (UBOIR) &
Site Visit (UBOSV)

Agenda

- Introductions: David Kidd
- Review of the UBOIR Inspection Process: David Levy
 - Scheduling Inspections
 - Inspection Types
 - Inspection Form
 - Proposed changes
- Review the UBOSV Site Visit Process: David Levy
- Review of the UBOMR Meeting Request Process: Donna Martinez
- Questions/Comments
- Upcoming Training

UBOIR Scheduling

Inspection time slots:

Fairfax Campus:

- Morning: 7:30 a.m. to 11:00 a.m.
- Afternoon: 12:30 p.m. to 2:30 p.m.

Prince William & Arlington Campus:

- Morning: 8:00 a.m. to 11:00 a.m.
- Afternoon: 12:30 p.m. to 2:00 p.m.

Other Campus: (Smithsonian)

- Morning: 8:30 a.m. to 11:00 a.m.
- Afternoon: 12:30 p.m. to 1:30 p.m.

Inspection Requests (UBOIR)

Next-Day Requests:

The UBOIR's will be scheduled in the order they are received in Trimble Unity Construct. The UBOIR must be received in Trimble Unity Construct by 2:30 p.m. for next-day inspection.

Inspection Cancellation:

To cancel a scheduled inspection, please email the Office of University Building Official at oubo@gmu.edu or call 703-993-6090. We recommend making your cancellation at least 24 hours in advance.

For more information, visit the Office of University Building Official's website at <https://oubo.gmu.edu>.

Inspection Types

Partial Inspections:

A Partial Inspection may be requested when a portion of the permitted work is complete and ready for inspection prior to completion of the full scope of work.

Within the permitting system, inspection results for Partial Inspections may display as “Partial Pass” or “Fail” until a Final (Complete) Inspection has been performed and the permit inspection process is fully completed.

The term “Partial” refers to the inspection scope and permit status, not necessarily the quality or completeness of the specific work inspected.

Approval of a Partial Inspection does not constitute approval of the entire permit scope or relieve the permit holder from obtaining all remaining required inspections and approvals.

Inspection Types

Final Partial:

A Final Partial Inspection may be requested when a portion of the permitted work is complete and ready for inspection, but the overall project is not yet complete.

Approval of a Final Partial Inspection does not constitute approval of the entire permit scope. It does not authorize occupancy or use of unfinished areas unless otherwise approved by the Office of the University Building Official.

All remaining work, required inspections, documentation, and approvals must be completed prior to scheduling the Final (Complete) Inspection.

Final Complete:

Before a Final (Complete) Building Inspection can be scheduled, all associated discipline inspections must have already passed, or the Final (Complete) discipline inspection(s) must be scheduled for the same date/time slot as the Final (Complete) Building Inspection.

In addition, all required special inspection reports must be submitted prior to scheduling the Final (Complete) Building Inspection.

UBOIR Inspection Instructions

Instructions

For more details, please go to [OUBO Inspections](#).

If you would like to request a date and time, please provide that information in the **Additional Comments** field. Also, provide the meeting location if different from inspection location.

Company:	test
Building:	-- N/A --
Permit Type:	Combo
* Inspection Location(s):	<input type="text"/>
* Floor Plan(s):	<input type="text" value="Add floor plan(s) with inspection area highlighted"/> <i>Drag and drop file here</i> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
* Meeting Location:	<input type="text"/>
* Requested Date/Time and Comments:	<input type="text"/>

For fire alarm and fire suppression inspections

Fire Alarm Shop Drawings Required: OUBO Approved Fire Alarm Shop Drawings:	<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 Shop Drawings Required: OUBO Approved Fire Suppression Shop Drawings:	<input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>

Project Disciplines:	Building Electrical Mechanical
Project Inspection:	Rough-in



UBOIR General Contractor Instructions

Proposed Changes:

After Meeting Location update to add:


- **Inspection Time:** (drop-down menu)
Morning or Afternoon
- **Preferred Date/Time:**
- **Inspection Disciplines Type:**
(drop-down menu or box)
- **Inspection Type:** (drop-down menu)
Partial, Final Partial, Final Complete
- **GC Onsite Contact Name/Phone:**
- **Comments:**

Instructions

For more details, please go to [OUBO Inspections](#).

If you would like to request a date and time, please provide that information in the **Additional Comments** field. Also, provide the meeting location if different from inspection location.

Company:	test
Building:	-- N/A --
Permit Type:	Combo
* Inspection Location(s):	<input type="text"/>
* Floor Plan(s):	Add floor plan(s) with inspection area highlighted <input type="text"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
* Meeting Location:	<input type="text"/>
* Requested Date/Time and Comments:	<input type="text"/>



UBOSV Site Visit Process

- Site Visits are intended to provide proactive project support and code compliance guidance throughout construction. These visits are not inspections and are not a substitute for required permit inspections.
- Site Visits will primarily be initiated internally by the Office of the University Building Official (OUBO) to monitor project progress, identify potential code compliance concerns early, and provide guidance to the General Contractor (GC), Project Manager (PM), and Construction Field Representative (CFR).
- The goal of this process is to help facilitate project coordination, reduce avoidable inspection deficiencies, and support successful permit inspections to help keep projects moving forward efficiently.
- Should project stakeholders wish to request a Site Visit, requests should be coordinated directly through the Office of the University Building Official. Site Visits are intended for general project coordination and identification of potential code compliance concerns and are not intended to serve as contractor punch list inspections or substitutes for required permit inspections.

Email requests to oubo@gmu.edu. Please include the project number, name, and reason for the request.

UBOMR – Meeting Request Process

- The UBOMR process was created to help foster better communication between the OUBO Team, the PMs, and the A/Es.
- The PM, CFR's, GC and the A/E team shall submit a UBOMR to request a meeting with the OUBO.
- Include 3-4 preferred dates/times with the topic(s) to be discussed and identify all disciplines that the topic(s) involve.
- Include the name and email of who will be attending so we may send them the meeting link.
- In the case of plan reviews, this can be used to review comment responses and drawing updates to ensure they will be accepted prior to resubmitting to OUBO.
- This can reduce the number of re-reviews and will ultimately reduce the amount of time it takes to get drawings approved and a Permit issued.

UBOMR – Meeting Request Form

OUBO Meeting Request (UBOMR)

Start Process

Project:	zzz OUBO Test Project
Project Number:	Z912345
Process:	OUBO Meeting Request

Details Documents (0) Attached Processes (0) Attached Forms (0)

Expand All | Collapse All

INSTRUCTIONS

OUBO will review request and provide an Outlook meeting invite to requester for coordination of participants.

Please provide at least 3 or 4 preferred dates and time below.

* Who will be attending the meeting?:	<input type="text" value="Please provide name(s) and email(s)"/>
* Preferred date(s) and time(s):	<input type="text"/>
* Building:	-- Please select an option --
* Reason for Request:	<small>Provide relevant information for meeting. When requesting OUBO review of potential code related issues, please include the Code name, edition, and section cited for review and consideration prior to the meeting.</small> <input type="text"/>
* Document to be Reviewed:	<small>Additional documents can be uploaded under the Documents tab.</small> <input type="text" value="Drag and drop file here"/> or <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
* Discipline:	<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing



Questions/Comments

- UBOIR Inspections Request
- UBOIR Site Visit Request
- UBOMR Meeting Request



Next Training:

Thursday, May 28, 2026

OUBO Process Enhancements (Existing & New)

Time: 11:30 a.m.

Mark your calendar for:

Tuesday, July 28, 2026 for the Director of DPOR

Virtual Town Hall Meeting

Email questions to oubo@gmu.edu by May 27, 2026

Thank you for your participation!



Contact Information

David M. Kidd, P.E.
University Building Official
Phone: 703-993-6070
Email: dkidd7@gmu.edu

Kevin Kline, P.E.
Electrical Plan Review Engineer
Phone: 703-993-3040
Email: kkline7@gmu.edu

Ethan Scholl, P.E.
Mechanical Plan Review Engineer
Phone: 703-993-2648
Email: escholl4@gmu.edu

David Levy
Code Compliance Coordinator
Phone: 703-993-2730
Email: dlevy8@gmu.edu

Eric Sutula, P.E.
Fire Protection Plan Review Engineer
Phone: 703-993-3043
Email: esutula@gmu.edu

Robert Moore, P.E.
Structural Plan Review Engineer
Phone: 703-993-2719
Email: rmoore31@gmu.edu

Donna Martinez
Permit Administrator
Phone: 703-993-6070
Email: dmartinb@gmu.edu