

Developer Project Guidelines



The Texas A&M University System
Office of Facilities Planning & Construction
March 1, 2025

Introduction

The purpose of these guidelines is to explain the Office of Facilities Planning & Construction (“FP&C”) processes related to private entities (“Tenants”) developing a project (“Project”) on The Texas A&M University System (“A&M System”) lands under a ground lease, Tenant sublease, or similar agreement. These guidelines are intended to be similar to those of a municipal building inspection department and will include plan reviews, building permits, inspections per plans and specifications relating to code enforcement, and a Certificate of Occupancy.

If requested by an A&M System Member (“System Member”), quality control/quality assurance inspections and master plan/aesthetic compliance may be included in our scope of services on a Project for an additional fee. These additional services are further described in Attachment A.

The following is a list of codes that all Tenants, Developers, and Contractors (collectively referred to herein as “Developer” unless otherwise specified) will be required to follow. Each general contractor(s) engaged by Developer for the Project hereinafter is referred to individually and collectively as the “Contractor.” The latest version of the code will apply at the time of permitting. If there is a conflict between the codes, the more stringent or robust code is to be followed. The list is not intended to be a comprehensive list of all state and federal laws. It is the Developer’s responsibility to comply with all applicable state and federal laws.

- Life Safety Code, NFPA 101, as adopted by the Texas State Fire Marshal’s Office
- Fire Code, NFPA 1, as adopted by the Texas State Fire Marshal’s Office
- Standard for the Installation of Sprinkler Systems, NFPA 13 or Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height, NFPA 13R if sprinkler systems are installed
- Standard for the Installation of Standpipe and Hose Systems, NFPA 14
- Standard for the Installation of Stationary Pumps for Fire Protection, NFPA 20
- Standard for the Installation of Private Fire Service Mains and Their Appurtenances, NFPA 24
- National Electric Code, NFPA 70
- National Fire Alarm and Signaling Code, NFPA 72, if fire alarms are installed
- Standard for Emergency and Standby Power Systems, NFPA 110, if applicable
- International Building Code, International Code Council, Inc. (Only sections and/or criteria not addressed by Life Safety Code apply)
- International Energy Conservation Code, International Code Council, Inc.
- International Mechanical Code, International Code Council, Inc.
- International Plumbing Code, International Code Council, Inc.
- International Fuel Gas Code, International Code Council, Inc.

- Texas Accessibility Standards (TAS), Texas Department of Licensing and Regulation Architectural Barriers Act, Chapter 469, Government Code American Disabilities Act, Part III, 28 CFR 36, 1991, U.S. Department of Justice
- Safety Code for Elevators and Escalators, Texas Department of Licensing and Regulation
- Safety Code for Boilers and Pressure Vessels, Texas Department of Licensing and Regulation
- Storm Water Pollution Prevention Program, Texas Commission on Environmental Quality CGP TXR150000
- Asbestos, Lead Paint and Mold Requirements (if applicable), Texas Department of State Health Services
- Water Efficiency Standards for State Buildings and Institutions of Higher Education Facilities

Prior to construction, the Developer must submit the construction documents and other information identified below for initial plan review and permitting. Once all initial review documents are submitted and plan review fees are paid, the construction documents will be reviewed and comments provided. The Developer must submit revised/updated construction documents addressing all comments, if necessary, which will be back-checked and final approval provided. Upon final approval, payment of building permit fees, and the receipt of final review documents as required herein, the Developer may obtain a building permit to start construction. The Developer must conduct a preconstruction meeting with FP&C at which the construction inspection process, utility outages, storm water pollution prevention plan, submittal and project documentation, quality control/inspection requirements, and any other construction processes are reviewed.

If the construction documents are revised after a building permit is issued, the revised documents must be submitted for review and approval.

If the construction is divided into one or more segments (such as site work, foundation, building shell, and interior finish out), each segment will receive a unique permit and inspections. A Certificate of Occupancy will be issued after interior finish out.

Plan Review and Building Permit

The following items are required for plan review and permit approval:

Initial Review

- For initial code review, submit Permit Application;
- Submit one digital file with all Issued For Permit drawings combined and one digital file of combined specifications, stamped Issued For Permit;
- Provide contact list for Developer and their design and construction team; and
- Pay the permitting fee.

Final Review

- For final permit approval, submit the final Permit Application (if necessary);
- After final approval, submit one hard copy full size and one hard copy ½ size set of scaled and dimensioned plans and specifications, labeled Issued For Construction, any other accompanying data listed below and responses to all of the review comment sheets. In addition, submit one digital file with each drawing in its own file having drawing number and sheet name labeled with the Project name, the A&M System Project number and campus;
- Provide written acknowledgment that the Project will comply with TCEQ requirements for a storm water permit through the entire duration of the Project;
- Provide Storm Water Pollution Prevention Plan and TCEQ Notice of Intent;
- Provide proof of the insurance required herein;
- Provide the Notice of Commencement required herein;
- Provide payment and performance bonds with the A&M System as dual obligee as provided herein;
- Provide the Texas Accessibility Standards plan review with Project registration number;
- Provide the Federal Aviation Administration (FAA) clearance documentation from the agency's Obstruction Evaluation Group, as applicable;
- Provide the asbestos survey, for renovations;
- Provide the energy code compliance documentation, such as COMCHECK;
- Provide Drainage Report, as applicable;
- Provide Environmental Site Assessment, as required;
- Provide written concurrence from the Texas Historical Commission, as required; and
- Provide Statement of Special Inspection per International Building Code.

All construction drawing submittals must include the following, as applicable:

- Title sheet with names of Developer, architect, and all engineers, along with addresses, phone and fax numbers, and email addresses
- Life Safety Code compliance plans/Code analysis
- Site plan/civil plan and details, including Erosion Control Plan and drainage plan
- Traffic Impact Study with all designs that impact adjacent roadways
- Demolition plan and existing floor plan
- Floor plans and details
- Room finish, door and window schedules
- Structural/foundation plans and details
- Geotechnical report
- Exterior elevations and roof plan
- Plumbing, Mechanical, and Electrical plans and details
- Fire protection plans and details
- Energy code compliance information

Allow ten (10) working days for review of documents, dependent upon the complexity of the Project.

Payment bonds must conform to the bond requirements to pay liens or claims related to a mechanic's, contractor's, or materialman's lien. Performance bonds must be in an amount equal to the amount of the contract for the protection of the A&M System and conditioned on the faithful performance of the Developer's/Contractor's work in accordance with the plans, specifications, and contract documents.

Ninety (90) days before the date construction on the Project begins or no later than the submittal of the initial permit application, the Developer/Contractor must provide FP&C with a Notice of Commencement that:

- identifies the public property where the work will be performed;
- describes the work to be performed;
- states the total cost of the work to be performed;
- states the site development cost to be performed broken out from the total cost;
- includes the company and certifications/qualifications of the Special Inspectors;
- includes copies of the performance and payment bonds; and
- includes a written acknowledgment signed by the Developer/Contractor stating that copies of the performance and payment bonds will be provided to all subcontractors not later than the fifth day after the date a subcontract is executed.

FP&C will not issue a permit for the Project until all of the above requirements have been met.

Insurance

Please note the insurance contract language below is a standard template to be used as a base for ground leases and similar agreements with The Texas A&M University System and/or its members. Contracts may require variances depending on the specifics of the Project. If such variances are required, they will be set forth in the ground lease or similar agreement between Tenant and the A&M System and those provisions will control the Project. Otherwise, the following will typically apply.

Developer, at its sole cost and expense, must obtain and maintain, for the duration of the Project or longer, the minimum insurance coverage set forth below. With the exception of professional liability (E&O) insurance, all coverage must be written on an occurrence basis. All coverage must be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better as measured by A.M. Best Company or otherwise acceptable to A&M System. By requiring such minimum insurance, the A&M System will not be deemed or construed to have assessed the risk that may be applicable to Developer with regard to the Project and any agreements related thereto. Developer must assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Developer is not relieved of any liability or other obligations assumed by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Insurance:

<u>Coverage</u>	<u>Limit</u>
1. <u>Workers' Compensation</u>	
Statutory Benefits (Coverage A)	Statutory
Employers Liability (Coverage B)	\$1,000,000 Each Accident \$1,000,000 Disease/Employee \$1,000,000 Disease/Policy Limit

Workers' compensation policy must include under Item 3.A. on the information page the state in which work is to be performed. Workers' compensation insurance is required, and no "alternative" forms of insurance will be permitted.

2. Automobile Liability
Business auto liability insurance covering all owned, non-owned, or hired automobiles, with limits of not less than \$1,000,000 Single Limit of liability per accident for Bodily Injury and Property Damage.

3. Commercial General Liability

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products / Completed Operations	\$2,000,000
Personal / Advertising Injury	\$1,000,000
Damage to rented Premises	\$300,000
Medical Payments	\$5,000

The required commercial general liability policy will be issued on a form that insures Developer's, Contractors', and/or its subcontractors', if any, liability for bodily injury (including death), property damage, personal injury, and advertising injury assumed under the Project and any agreements related thereto.

4. Property Insurance

Effective on and after the date of substantial completion of the Project, Tenant must maintain property insurance covering the Project, including all buildings, betterments and/or improvements, and any associated business personal property in the Project, as applicable. The property insurance referenced herein will have limits of not less than 80% of the "replacement cost," as defined in the Replacement Cost Endorsement to be attached to the policy. The policy must be written on a special causes of loss form (ISO) or equivalent policy form and endorsed to include A&M System as a Loss Payee as its interest may appear. Tenant must waive on behalf of itself and its property insurers any and all rights of recovery, claim, action, or cause of action against the A&M System for any property loss or property damage that may occur to or within the Project. This includes, but is not limited to, any improvements or any personal property of Tenant therein. All property insurance policies must be endorsed to provide a waiver of subrogation consistent with the foregoing provisions in favor of the Board of Regents of The Texas A&M University System, The Texas A&M University System, and System Member and/or Tenant, as applicable.

5. Umbrella/Excess Liability Insurance

For a Project whose value exceeds \$10,000,000, umbrella/excess liability insurance with limits of not less than \$5,000,000 per occurrence and aggregate, with a deductible of no more than \$10,000, and will be excess over and be no less broad than and "following form" of all included coverage described above. Inception and expiration dates will be the same as the underlying policies. Drop-down coverage will be provided for reduction and/or exhaustion of underlying aggregate limits and will provide a duty to defend for any insured.

6. Architect/Engineer Professional Liability (Errors & Omissions)

The Architect/Engineer must maintain professional liability insurance covering wrongful acts, errors, and/or omissions, including design errors of the Architect/Engineer for damages sustained by reason of or in the course of performance under the relevant

agreements related to the Project for three (3) years after the Project is substantially complete. The professional liability insurance must be in an amount based on the value in the relevant contract, in this case: (determined by the Guidelines in the following chart)

Guidelines

Project Cost	Limits
\$0-\$20,000,00	\$1,000,000 each claim/\$2,000,000 aggregate
\$20,000,001-\$60,000,000	\$2,000,000 each claim/\$4,000,000 aggregate
\$60,000,001-\$90,000,000	\$3,000,000 each claim/\$6,000,000 aggregate
\$90,000,001-\$120,000,000	\$4,000,000 each claim/\$8,000,000 aggregate
\$120,000,001-higher	\$5,000,000 each claim/\$10,000,000 aggregate

7. Builder's Risk/Installation Floater.

Developer or Contractor must obtain all risk builder's risk insurance coverage (or all risk installation floater for instances in which the Project involves solely the installation of equipment) for the Project. Coverage is determined by the Project's Contract Sum, as detailed below.

Builder's Risk Requirement for Projects with a Contract Sum of less than \$20 million:

- A) Developer or Contractor must purchase and maintain in force builder's risk insurance on the entire Project. Such insurance must be written in the amount of the Project's original Contract, plus any subsequent Change Orders, and plus the cost of materials supplied or installed by others, comprising the Total Value for the entire Project. The insurance must apply on a replacement cost basis with no coinsurance provision. A sublimit may be applicable to flood coverage, but sublimit must be at least 20% of the Total Value of the Project. The limit for all other perils, including Named Windstorm, Wind, and Hail, must be equal to the Total Value for the entire Project. (If installation floater, limit must be equal to 100 percent of the Contract cost.)
- B) This insurance must name as insureds A&M System, System Member, Tenant, Developer, Contractor, and all its Subcontractors and sub-subcontractors on the Project.
- C) Builder's risk insurance must be on an "all risk" or equivalent policy form and must include, without limitation, insurance against fire and extended coverage perils, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, boiler and machinery/mechanical breakdown, testing and startup, and terrorism.
- D) This insurance must cover the entire work at the Project as required in A) above, including, but not limited to, the following:

- Temporary works including but not limited to scaffolding, form work, fences, shoring, hoarding, falsework, and temporary buildings
 - Offsite Storage
 - Portions of the work in transit
 - Debris removal
 - Extra Expense
 - Expediting Expenses
 - Demolition and Increased Cost of Construction
 - Pollutant Clean-Up and Removal
 - Trees, Shrubs, Plants, Lawns, and Landscaping (if applicable)
 - Errors & Omissions (applicable to purchase of builder's risk policy only)
- E) This insurance must not contain an occupancy clause suspending or reducing coverage should occupancy or beneficial occupancy begin before the A&M System, System Member, or Tenant, as the case may be, has accepted Final Completion.
- F) This insurance must be specific as to coverage and must be primary to any permanent insurance or self-insurance that may be maintained on the property by Tenant, System Member, or A&M System.
- G) This insurance must include a waiver of subrogation in favor of A&M System, System Member, Tenant, Developer, Contractor, and all Subcontractors and sub-subcontractors on the Project.
- H) As applicable, Flood deductible must not exceed \$250,000 for Zone A, \$100,000 for Zone B, and \$50,000 for all other Zones. For Tier 1 and Tier 2, Named Windstorm deductible must not exceed 2% of the Project values in place at the time of the loss.

Builder's Risk Requirement for Projects with a Contract Sum Equal to or Greater Than \$20 million:

- A) Developer or Contractor must purchase and maintain in force builder's risk insurance on the entire Project. Such insurance must be written in the amount of the Project's original Contract, plus any subsequent Change Orders, and plus the cost of materials supplied or installed by others, comprising the Total Value for the entire Project. The insurance must apply on a replacement cost basis with no coinsurance provision and must include a margin clause of plus/minus 10% on Project value. A sublimit may be applicable to flood coverage, but sublimit must be at least 20% of the Total Value of the Project. A sublimit of \$50 million or the Total Value of the Project, whichever is less, is acceptable for Earthquake perils. The limit for all other perils, including Named Windstorm, Wind, and Hail, must be equal to the Total Value for the entire Project. (If installation floater, limit must be equal to 100 percent of the Contract cost.)

- B) This insurance must name as insureds A&M System, System Member, Tenant, Developer, Contractor, and all Subcontractors and sub-subcontractors on the Project.
- C) Builder's risk insurance must be on an "all risk" or equivalent policy form and must include, without limitation, insurance against fire and extended coverage perils, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, boiler and machinery/mechanical breakdown, testing and startup, and terrorism.
- D) This insurance must cover the entire work at the Project, including, but not limited to, the following:

<u>Coverage</u>	<u>Minimum Limit Required</u>
Temporary works including but not limited to scaffolding, form work, fences, shoring, hoarding, falsework and temporary buildings	\$1 million
Offsite Storage	Sufficient to cover the anticipated maximum values stored offsite.
Portions of the work in Transit	Sufficient to cover the anticipated maximum values in transit.
Debris Removal	25% of Physical damage amount subject to maximum of \$5 million or 25% of Total Value of Project whichever is higher.
Expediting Expenses	\$1 million
Extra Expense	\$5 million
Demolition and Increased Cost Of Construction,	\$2 million or 10% of Total Value of Project whichever is higher.
Pollutant Clean-Up and Removal	\$250,000
Trees, Shrubs, Plants, Lawns and Landscaping (if applicable)	\$2,500 per item subject to a maximum of \$1 million.
Errors & Omissions (applicable to purchase of builder's risk policy only)	\$2.5 million

- E) This insurance must not contain an occupancy clause suspending or reducing coverage should occupancy or beneficial occupancy begin before A&M System, System Member, or Tenant, as the case may be, has accepted Final Completion.
- F) This insurance must be specific as to coverage and must be primary to any permanent insurance or self-insurance that may be maintained on the property by Tenant, System Member, or A&M System.
- G) This insurance must include a waiver of subrogation in favor of A&M System, System Member, Tenant, Developer, Contractor, and all Subcontractors and sub-subcontractors on the Project.
- H) As applicable, Flood deductible must not exceed \$250,000 for Zone A, \$100,000 for Zone B, and \$50,000 for all other Zones. For Tier 1 and Tier 2, Named Windstorm deductible must not exceed 2% of the Project values in place at the time of the loss.

Developer must deliver to FP&C, System Member, and/or A&M System, as instructed, evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all insurance after the execution and delivery of the relevant Project document(s) and prior to the issuance of any permit by FP&C or the commencement of construction. The address and/or legal description of the Project must be referenced in the Texas Department of Insurance approved certificate form. Additional evidence of insurance must be provided on a Texas Department of Insurance approved certificate form verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal. Certificates of Insurance, Additional Insured Endorsements, renewals, and any other insurance documents required herein and under the applicable Project documents must be submitted to FP&C, System Member, and/or A&M System as instructed. If requested, copies of the policies themselves must be provided to the A&M System within thirty (30) days after request.

All insurance policies, with the exception of workers' compensation, employer's liability, and professional liability, will be endorsed and name The Board of Regents for and on behalf of The Texas A&M University System, The Texas A&M University System, and System Member as Additional Insureds up to the actual liability limits of the policies maintained by Developer. Commercial general liability insurance and business auto liability insurance will be endorsed to provide primary and non-contributory coverage. The commercial general liability Additional Insured endorsement will include on-going and completed operations and will be submitted with the Certificates of Insurance.

General liability, automobile liability and workers' compensation insurance policies must include a waiver of subrogation in favor of The Board of Regents of The Texas A&M University System,

The Texas A&M University System, and System Member. A copy of the waiver of subrogation endorsements must be submitted with the Certificates of Insurance.

All insurance policies will be endorsed to require the insurance carrier providing coverage to send notice to FP&C, System Member, and/or A&M System, as instructed, thirty (30) days prior to the effective date of cancellation, material change, or non-renewal relating to any insurance policy required hereunder.

Any deductible or self-insured retention must be declared to and approved by A&M System and System Member prior to the issuance of any permit by FP&C or the commencement of construction. Developer is responsible to pay any deductible or self-insured retention for any loss. All deductibles and self-insured retentions must be shown on the Certificates of Insurance.

Inspections

The total number of inspections for a Project will vary based on its scope and complexity. The normal level of service inspections will be performed within five (5) working days from the time the request is made by the Developer or their Contractor. Inspections will be made between 8 AM and 5 PM Monday through Friday. A list of inspections and the responsible party are listed on Attachment B. Some inspections are the responsibility of the Developer and require prompt submittal of inspection reports to the FP&C building official, including Special Inspections. The Special Inspection Policies, Procedures, and Guidelines for Developer Managed Projects are attached as Attachment C. Additional inspections may be required as determined by FP&C.

For inspections resulting in punch list, the Developer or Contractor will provide a punch list to the FP&C inspector (“Inspector”). All final punch list items are to be provided back to the Inspector for proofing and verification prior to the list being issued as “final.” The Developer’s onsite representative is required to sign off on each item to certify that all punch list items are completed prior to verification and acceptance by the Inspector.

In addition, the Contractor is required to keep a deficiency log on site for the Inspector to review periodically.

When requesting an inspection, the type of inspection, trade making the request, the building area for inspection, and the date and proposed time need to be included on a Contractor’s Work Inspection Request form (attached hereto as Attachment D). Part A is to be completed to schedule the inspection. Part B must be completed a minimum of 24 hours before the inspection and signed by the subcontractor and the General Contractor. Failure to submit Part B will result in a canceled and failed inspection.

Developer must coordinate any inspections required by utility providers, third party code inspections, or other state agencies with those entities. Developer must submit copies of all

inspections within 48 hours of the inspection to the FP&C project management system at a file location directed by the FP&C building official.

If Developer wishes to have accelerated inspections beyond the normal level of service, then a fee will be negotiated with the A&M System.

The typical “green and red tag” system will be used in a manner similar to a municipality. An additional fee must be paid to FP&C for re-inspection of any of the required inspections identified in Attachment B that fail or are canceled within twenty-four (24) hours of the inspection time. The fee for FP&C re-inspections will be \$1,250. If a third party vendor is performing an inspection on behalf of FP&C under an FP&C contract and a re-inspection is required, the Developer will be responsible for the actual cost as invoiced by the vendor. No further inspections will be scheduled until payment of the fee is received.

The Developer must not inhibit the Authority Having Jurisdiction (AHJ), Environmental Health and Safety, or any A&M System Risk Management or FP&C representatives from coming onto the construction site for any type of observation or inspection, including but not limited to observations and inspections related to the enforcement of environmental, fire, and life safety requirements. This applies to all projects on A&M System land, including campuses outside of College Station. Additionally, FP&C or designated representatives must not be barred from any Developer or Contractor meeting.

Required Documents

In addition to the required inspections that FP&C and third parties will perform, the Developer must submit documentation that the following tests have been performed and that the system(s) tested have been determined to comply with applicable codes or engineering standards (the “Required Documents”):

- Plumbing health department water testing - Report for Bacteria
- Fire Alarm Testing, Automatic Sprinkler System, Standpipe and Fire Pump (witnessed by the AHJ)
- State Elevator Inspection
- Record Drawings, ASIs, and RFIs
- Construction Materials Testing Reports, Testing and Air Balancing Reports, and Envelope Testing Reports
- TDLR/ADA TAS Inspection Report and Inspection Response Form
- SWPPP Inspection Reports
- Lightning Protection Certification
- Backflow Prevention Certification
- NFPA testing of Emergency Lighting and Generator (witnessed by the AHJ)
- Gas line Pressure Test Certification

- Asbestos-free certification, as required by TDSHS, must be signed by the registered architect or licensed engineer on the Project and must be accompanied by Safety Data Sheets (SDSs) for all materials used on the Project that could potentially be asbestos-containing
- Evidence that the Notice of Termination has been filed with TCEQ
- Fume hood certification reports
- Any other tests required in the Developer's specifications or contract documents
- Reports of Special Inspections

Stock/Fixture Application

An Application to Stock/Fixture/Move-in Prior to Issuance of a Certificate of Occupancy may be requested by the Developer/Contractor if needed. Prior to the Stock/Fixture Application approval, all electrical, fire, and life safety items must be inspected, any noted deficiencies corrected and accepted, a passing bacteriological water test must be submitted, and only a reasonable punch list of general inspection items, in the opinion of the building official, may remain with a firm completion date established. The approval of the Stock/Fixture Application in no way conveys that business may be conducted in or allows public access to the facility.

Certificate of Occupancy

Upon completion of construction of the Project, the Developer must provide FP&C with: (1) an affidavit of completion pursuant to Section 53.106 of the Texas Property Code; (2) full and final releases and waivers of mechanics liens executed by the Contractor and all subcontractors; (3) copies of all shop drawings, amendments to plans, and other plans and specifications for the Project; (4) "as built" plans of the improvements for the Project; and (5) all other test results, inspections, and other close-out documents determined by the building official (collectively, the "Close Out Documents").

When TAS inspection has occurred, the Close Out Documents and Required Documents have been provided to FP&C, and all code related deficiencies are addressed, including successful completion of all required inspections, FP&C will issue a Certificate of Occupancy.

Fee

If the Project is being financed, an initial review fee will be five percent (5%) of the total calculated fee and will be due at the time the Building Permit Application and drawings are submitted to FP&C. The balance of the fee will be due at closing. For shell buildings with future build out, 80% of the fee calculated for full buildout will be due at closing, with the balance due at final permitting. Should a development be segmented, then each segment will be treated independently as though it is a new project and new fees and a new Building Permit Application will be required.

The inclusive method for the calculated development fee is as follows:

- The International Code Council's Building Valuation Data, which has been localized for the A&M System, may be updated in six-month intervals. (Ref: <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>).
- Square footage of the facility.
- 1.5% of any site development cost (if applicable) from the actual bid or A/E team's sealed estimate.
- Construction Classification and Occupancy Group.
- A cost per square foot multiplier determined by FP&C to reflect local costs:

Field Office and Parking

For non-College Station locations, the Developer, at no cost to FP&C, will provide secure field office space inside of the Developer's trailer(s) for an Inspector. For all projects, a minimum of three (3) parking spaces must be designated for Inspectors.

General

All Project related correspondence (emails, inspection requests, reports, etc.) must include the A&M System Project number, Project name and an abbreviated description in the subject area.

The Developer will be responsible for submitting and obtaining clearance documentation from the FAA for both the proposed facility and construction crane(s) from the FAA's Obstruction Evaluation Group. Reference is made to the following FAA website for applicability and procedure: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.

Revision Tracking

DATE	REVISION DESCRIPTION	INITIALS
June 1, 2012	First issued.	BMK
August 12, 2013	General Updates, Codes, Insurance, Inspection List.	BMK/HJ
September 13, 2013	Updated Code references, Fee schedule, Inspection List.	BMK
December 6, 2013	Updated Insurance Requirements.	BMK/HJ
November 25, 2014	Added field office requirements, FM Global reviews, added General Section, added FAA requirements.	BMK
August 10, 2015	Added NFPA 1 as code requirement; added that fire system and emergency generator testing is to be witnessed by the AHJ; added preparation of punch list responsibilities, revised re-inspection fees.	BMK
November 3, 2015	Added Optional Attachment B “Project Management / Inspection Authority and Responsibilities for Developer Built Projects”; update insurance requirements.	BMK
April 18, 2016	Added Attachment C “Affidavit for Solicitation and Selection of Contractors”; updated code references; updated fee information.	BMK
October 11, 2018	Added updated code references, fee determination; insurance provisions	BMK
February 28, 2019	Deleted FM Global; Clarified Fee determination	BMK
February 1, 2024	Significant re-write and re-organization, including but not limited to: Updates to: insurance, definitions, initial and final review requirements, inspections, required documentation, Certificate of Occupancy requirements, exhibits; Revisions to address changes in statute, including those regarding Payment and Performance Bonds; Removal of contractor solicitation and selection requirements; and general updates throughout	PS/PAR

March 1, 2025	Updates to the Codes, Plan Review, Building Permit, Insurance, Inspections, and Required Documents sections. Updates to Attachment B “Inspection Responsibilities for Developer Managed Projects” with more detailed code information and required inspections. Added Attachment C “Special Inspection Policies, Procedures, and Guidelines for Developer Managed Projects”. Attachment C was changed to Attachment D.	SHR
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**Project Management/Inspection
Authority and Responsibilities
for Developer Built Projects**

Attachment A will apply only as indicated in the lease agreement and at the option of The Texas A&M University System (A&M System). Otherwise, these services will not be typically provided.

A project manager and/or project inspector (PM Team) for Developer-built projects provide assurances and delivery of the project goals and related performance requirements on behalf of, and for the benefit of, the A&M System and the System Member. The inspector must coordinate inspection and drawing review services with the FP&C Project Manager, the System Member and the Developer/Contractor during the design and construction. Inspection services and practices are intended to ensure compliance with current building codes listed in these Developer Project Guidelines.

The PM Team's services include observing the commissioning of all applicable methods, materials, equipment, and systems affecting the contract specification to include:

- a. Pre-construction Phase
 - Participate in the design phase to become familiar with the Project on an as needed basis.
 - Review design documents, drawings and specifications for constructability, scheduling, consistency, and coordination.
 - Provide plan checking for conformance to applicable code requirements and review with users to check for conformance with the scope requirements.
- b. Construction Phase
 - Advise the System Member of any trends that affect completion of the Project.
 - Attend progress meetings (at least monthly) and ensure that the contractor provides and distributes minutes of the meetings.
 - Maintain a thorough knowledge of the plans and specifications, personally observe, check, and measure items placed in the construction for compliance with the contract documents, supplemental instruction from the project Architect/Engineer and support the quality control efforts of the Developer's engineering team.
 - Establish and maintain communication protocol among System Member staff, the Developer, the design team and the Contractor.
 - Review and comment on submittals in e-Builder for completeness and accuracy.
 - Review proposed change orders (if applicable) and advise the System Member as to reasonableness.
 - Maintain a diary in e-Builder describing general events, noting problems and unusual events.
 - Review drawings for operation needs and conformance to the design.
 - Review RFIs for potential changes or potential instructions to the contractor to ensure conformance with code, operation needs and conformance to the design intent.
 - Review Contractor Quality Control (QC) daily reports for accuracy and completeness.
 - Take appropriate photographs that document construction progress and problems, such as capturing items that will not be seen later in e-Builder.

- Verify the Contractor's implementation of the SWPPP.
 - Review and verify the Contractor's Project record drawings are updated to reflect all changes at the end of the Project.
 - Provide inspections of the construction, including:
 1. Inspect the work of the Contractor for progress, workmanship, and conformance with the approved contract documents and applicable codes and regulations.
 2. When work is found to be in non-conformance, document the deficiencies in e-Builder and promptly provide notification of the deficiencies to the System Member, the developer, the design team and the Contractor.
 3. Issue inspection deficiency list to the System Member with a copy to the Developer, the design team and the Contractor. Conduct re-inspections to verify that the deficiencies have been corrected.
- c. Close-out Phase
- Coordinate close-out procedures, including transfer of complete project record drawings to the System Member.
 - Verify all required O&M manuals, warranties, guarantees, and close-out requirements are complete and in compliance with the contract documents.

Inspection Responsibilities for Developer Managed Projects

Facilities Planning & Construction

V - Verify (See Note 3)
PR - Periodic Observation/Site Review
P - Punchlist
I - Inspection & Reporting

		Owner/Developer			TAMUS			
		Developer/ Contractor QC	Special Inspectors/ 3rd Party (See Note 4)	Registered Design Professional in Resp. Charge (RDP/IRC)	Building Inspection (TAMUS/FPC Inspectors)	Fire & Life Safety (TAMU/UEHS Inspectors or Outsourced Inspector)		
General-Building	Code / Policy Section							Notes
Footings and foundation	IBC 110.3.1	V		PR	I			Dimensions, cleanliness
Concrete slab and under-floor	IBC 110.3.2	V		PR	I			Depth, vapor barrier, cleanliness
Lowest floor elevation	IBC 110.3.3, IBC 1612.4	V		V	I			Flood Hazard Area
Framing and blocking	IBC 110.3.4	V		V	I			
Types IV-A, IV-B, and IV-C connection protection	IBC 110.3.5	V		PR	I			
Lath, gypsum board and gypsum panel product	IBC 110.3.6	V		PR	I			Inside and outside, prior to cover up.
Weather exposed balcony and walking surface water	IBC 110.3.7	V		V	I			
Fire- and smoke-resistant penetrations	IBC 110.3.8	V		PR	I	I		
Energy efficiency	IBC 110.3.9, IBC 1301.1	V		PR	I			Refers to IECC
Other	IBC 110.3.10	V		PR	I			Required other inspections per Building Official
Special Inspections	IBC 110.3.11	V	I	PR	PR			See individual special inspection sections below
Building final	IBC 110.3.12	V		P	I			
General-Mechanical	Code / Policy Section							Notes
Mechanical underground	IMC 111.2	V		PR	I			
Mechanical rough-in	IMC 111.2	V		PR	I			Ductwork, wiring, hydronic piping, and HVAC units
Mechanical cover-up	IMC 111.2	V		PR	I			
Boilers & pressure vessels	TX Health and Safety Code 755.025	V	I	PR	PR			
Mechanical final	IMC 111.2	V		P	I			HVAC units, ventilation, exhaust, pumps, drives, water heaters, and refrigeration
Other	IMC 111.2.1	V		PR	I			Required other inspections per Code Official
General-Electrical	Code / Policy Section							Notes
Electrical rough-in - layout	NEC 110	V		PR	I			Electrical, data, grounding, other per specs.
Electrical rough-in - raceway and boxes	NEC 210, 314, 340-395, 500	V	I	P	PR	V		
Electrical rough-in - wiring	NEC 200-400	V		PR	I			
Electrical rough-in - equipment	NEC 400	V		PR	I			
Electrical final	NEC 210-230	V		P	I			
General-Plumbing	Code / Policy Section							Notes
Plumbing underground	IPC 111.2	V		PR	I			
Plumbing wall rough-in	IPC 111.2	V		PF	I			
Plumbing above-ceiling rough-in	IPC 111.2	V		PR	I			
Plumbing cover-up	IPC 111.2	V		PR	I			
Plumbing final	IPC 111.2	V		P	I			
Other	IPC 111.2.1	V		PR	I			Required other inspections per Code Official
General-Gas	Code / Policy Section							Notes
Fuel gas underground	IFGC 111.2	V		PR	I			
Fuel gas rough-in	IFGC 111.2	V		PR	I			
Fuel gas cover-up	IFGC 111.2	V		PR	I			
Fuel gas final	IFGC 111.2, NFPA 54-8.1.1.1	V		P	I	I		
Other	IFGC 111.2.1	V		PR	I			Required other inspections per Code Official
Energy Code	Code / Policy Section							Notes
Footings and foundation insulation	IECC C107.2.1	V		PR	I			R-values, location, thickness, depth of burial, and protection.
Building thermal envelope	IECC C107.2.2	V		PR	I			Type of insulation, R-values, location of insulation, thermal bridge mitigation, fenestration, U-factor, SHGC and VT, and that air leakage controls are installed.
Plumbing system	IECC C107.2.3	V		PR	I			Type of insulation, R-values, protection required, controls and heat traps as required by the code.
Mechanical system	IECC C107.2.4	V		PR	I			Installed HVAC equipment for the type and size, controls, insulation, R-values, system and damper air leakage, minimum fan efficiency, energy recovery and economizer as required by the code.
Electrical system	IECC C107.2.5	V		PR	I			Verify lighting system controls, components and meters as required by the code.
Final inspection	IECC C107.2.6, IECC C408	V	I	P	I			Verification of the installation and proper operation of all required building controls, and documentation verifying activities associated with required building commissioning have been conducted in accordance with Section C408.
Fire & Life Safety	Code / Policy Section							Notes
Fire sprinkler entry	NFPA 24-10.10.2.1, - 10.10.2.2.1	V		PR	PR	I		Flush and Hydrostatic
Fire sprinkler hydrostatic test	NFPA 13 29.2.1.1	V		PR	PR	I		
Contractor's Material and Test Certificate for Underground	NFPA 24-10.10.1.1	I		PR	PR	I		SF042
Automatic sprinkler and standpipes	NFPA 13-29, NFPA 14-11	V		PR	PR	I		
Contractor's Material and Test Certificate for Aboveground	NFPA 13-29.1	I		PR	PR	I		SF041
Fixed extinguishing systems	NFPA - Various	V		PR	PR	I		Dependent on System
Fire pumps	NFPA 20-14	V		PR	PR	I		
Kitchen hood extinguishing system	NFPA 96-12.2	V		PR	PR	I		
Emergency lighting	NFPA 101-7.9	V		PR	PR	I		Lighting, egress illumination levels.
Exit signage	NFPA 101-7.10	V		PR	PR	I		
Emergency generators acceptance test	NFPA 110-7.13	V		PR	PR	I		
Automatic transfer switch acceptance test	NFPA 20-14	V		PR	PR	I		
Stairwell pressurization	NFPA 92-8.4, IBC 909.3	V	I	PR	PR	I		
Smoke control, exhaust, and management systems	NFPA 92-8.4, IBC 909.3	V	I	PR	PR	I		
Fire doors/curtains/shutters	NFPA 80-5.2	V		PR	PR	I		
Fire/smoke dampers	NFPA 90A-12.2	V		PR	PR	I		
Fire alarm/mass communication systems final	NFPA 72-14.4.1.1	V		P	PR	I		
Two-way communication systems	NFPA 72-14.4.3.1	V		PR	PR	I		

V - Verify (See Note 3)
PR - Periodic Observation/Site Review
P - Punchlist
I - Inspection & Reporting

		Owner/Developer			TAMUS		
		Developer/ Contractor QC	Special Inspections/ 3rd Party (See Note 4)	Registered Design Professional in Resp. Charge (RDPIRC)	Building Inspection (TAMUS/FPC Inspectors)	Fire & Life/Safety (TAMU/UEHS Inspectors or Outsourced Inspector)	
Special Inspections	Code / Policy Section						Notes
Special cases	IBC 1705.1.1	V	I	PR	PR		
Steel construction	IBC 1705.2	V	I	PR	PR		
Concrete construction	IBC 1705.3	V	I	PR	PR		
Masonry construction	IBC 1705.4	V	I	PR	PR		
Wood construction	IBC 1705.5	V	I	PR	PR		
Soils	IBC 1705.6	V	I	PR	PR		
Driven deep foundations	IBC 1705.7	V	I	PR	PR		
Cast in place deep foundations	IBC 1705.8	V	I	PR	PR		
Helical pile foundations	IBC 1705.9	V	I	PR	PR		
Structural integrity of deep foundation elements	IBC 1705.10	V	I	PR	PR		
Fabricated items	IBC 1705.11	V	I	PR	PR		
Special inspections for wind resistance	IBC 1705.12	V	I	PR	PR		
Special inspections for seismic resistance	IBC 1705.13	V	I	PR	PR		
Testing for seismic resistance	IBC 1705.14	V	I	PR	PR		
Spray fire-resistant materials (SFRM)	IBC 1705.15	V	I	PR		PR	
Intumescent fire-resistive materials	IBC 1705.16	V	I	PR		PR	
Exterior insulation and finish system (EIFS)	IBC 1705.17	V	I	PR	PR		
Fire-resistant penetrations and joints	IBC 1705.18	V	I	PR		PR	
Testing for smoke control	IBC 1705.19	V	I	PR		PR	
Sealing of mass timber	IBC 1705.20	V	I	PR	PR		
General-Site	Code / Policy Section						Notes
Transformer and cable testing	NETA ATS 2021	V	I	PR	PR		Where connected to campus electrical grid.
Electrical underground	UES Electrical Utility Raceway	V	I	P	PR		Where connected to campus electrical grid.
Domestic water mains	30 TAC 290.44(f)(3)	V	I	P	I		Other inspections and tests may be required by Utility provider.
Sanitary sewer mains	30 TAC 217.57	V	I	P	I		Other inspections and tests may be required by Utility provider.
Sanitary sewer manholes	30 TAC 217.58	V	I	P	I		Other inspections and tests may be required by Utility provider.
Storm sewer mains		V	I	P	I		Other inspections and tests may be required by Utility provider.
Storm sewer junction boxes and inlets		V	I	P	I		Other inspections and tests may be required by Utility provider.
Natural Gas		V	I	P	I		Other inspections and tests may be required by Utility provider.
Other Inspections	Code / Policy Section						Notes
SWPPP inspections	TCEQ CGP TXR150000	I	I	PR	PR		
Backflow prevention certification	30 TAC 344.50(e), 30 TAC 290.44(4)	I		PR	PR		Domestic, irrigation, and fire sprinkler
Lightning protection certification	Developer Project Guidelines	I		PR	PR		
Kitchen hood certification	Developer Project Guidelines						
Fume hood certification	Developer Project Guidelines	I		PR	PR	I	
COMcheck inspection	34 TAC 15.93(b)	V		I			Verify design requirements are met.
Building moisture envelope	IBC 110.3.10, Developer Project Guidelines	V	I	I	PR		
Elevators	TX Health and Safety Code 754.019(1)	V	I	PR		I	State Elevator Inspection and manufacturer.
Pool and spa	ISPSC 111.3	V		PR	I		Equipment, piping, and appliances
ADA/TDLR TAS inspection	TX Government Code 469.105	V	I	V	PR		Includes site and building.
Roofing Final and warranty		I	I	P	PR		Roofing manufacturer.
Substantial completion				P			Provide Punch List
Final completion		V		P	I	I	Building and site

NOTES (General and Special Inspections):

Duties and Powers of the Building Official: The building official is authorized and directed to enforce the provisions of the prevailing code(s), shall have the authority to render interpretations of the code(s), and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in the codes. **AT NO TIME** shall the inspections performed by the building officials negate the responsibility of the Owner/Developer and its representatives, its contractors, special inspectors, architects and engineers, or other team members, in ensuring the work is installed in accordance with applicable codes.

- The contractor shall provide a **Quality Control** employee on site who has at least one International Code Council (ICC) certification per IBC Chapter 1. The contractor's QC shall accompany the TAMUS inspector on all formal inspections.
- All inspections shall be scheduled timely to allow inspectors sufficient advance notice. **Per the Developer Project Guidelines, inspections must be requested at least five (5) calendar days in advance.**
- The contractor shall ensure work will be completed **and verified, by their QC** representative prior to the inspection timeframe. This verification must be provided in writing to the inspector at least one (1) hour prior to the actual inspection occurring. Inspectors reserve the right to cancel inspection exercises should they find the work incomplete for the stage of inspection. **Per the Developer Project Guidelines, Reinspection fees will apply for any work that is incomplete for the stage of inspection.**
- Special Inspections - the IBC and/or the specifications require additional special inspectors for these areas. All special inspectors are to be ICC certified (per IBC Chapter 17) in the specific area of specialization for which they are providing inspections. The RDPIRC (Engineer of Record) shall include a list of special inspections to be performed in the project specifications.
- Building Official should be invited to all special inspections.
- The list above is not intended to be inclusive of all inspections required on these buildings and the site. Additional inspections may be required as the project progresses.
- All testing associated with any inspections are the responsibility of the Contractor. **All testing reports shall be provided to the inspector(s) electronically.**

Special Inspection Policies, Procedures, and Guidelines for Developer Managed Projects

Index:

- A. Owner- responsibilities.
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - definition and responsibilities.
 - C. Approved Agency and Special Inspector - definition and responsibilities.
 - D. General Contractor - definition and responsibilities.
 - E. Statement of Special Inspections, Notice Forms, and Report Forms for Special Inspections
 - Statement of Special Inspections
 - Structural Observations
 - Notice of Non-Compliance (NNC)
 - Report of Required Special Inspections
 - Final Report of Special Inspections
-

A) Responsibilities of the **Owner**:

- Note: Use of the term Owner means the entity leasing the property under a lease agreement with The Texas A&M University System (A&M System) responsible for the development of the project in compliance with the A&M System lease, the Developer Project Guidelines, and code requirements as interpreted by the A&M System Building Official. Owner is used synonymously with Developer herein.
- Special Inspections are the responsibility of the Owner, Section 1704.2 of the International Building Code (IBC).
- The Owner is responsible for employing or contracting the RDPiRC and is responsible for immediately contacting the Building Official, in writing, when there is a change of the RDPiRC, Section 107.3.4 of the IBC.
- The Owner is responsible for the Special Inspection fees/costs. These fees/costs are not included in any permit or plan review fees.

B) Definition and Responsibilities of the **Registered Design Professional in Responsible Charge**:

- The RDPiRC is an individual who is a licensed design professional in the State of Texas, implements the Special Inspections Program and is responsible for the Determination of Required Special Inspections and submitting the Statement of Special Inspections, Section 1704.3 of the IBC.
- The RDPiRC shall be contracted with or employed by the Owner. The RDPiRC and the Special Inspectors and testing technicians may not be in the employ of the General Contractor, subcontractors, or material suppliers, Sections 1703.1.1 & 1704.2 of the IBC.
- The RDPiRC and Engineers of Record involved in the design of the project are permitted to act as an approved agency and their personnel are permitted to act as a Special Inspector for the work designed by them, provided they qualify as Special Inspectors, Section 1704.2.1 of the IBC.
- The RDPiRC shall submit associated Special Inspector field reports to the Building Official with a copy to the Special Inspector, Owner, and General Contractor indicating compliance for any NNC items reported and advising the Building Official to allow work to continue.
- RDPiRC is responsible to prepare, sign and seal the Final Report of Required Special Inspections after the General Contractor completes their work according to the approved

- construction documents and codes. The RDPiRC shall prepare the Final Report of Required Special Inspections.

C) Definition and Responsibilities of the **Approved Agency and Special Inspectors:**

- An Approved Agency shall be retained by the Owner and meet the applicable requirements outlined in Section 1703.1 of the IBC.
- Special Inspectors shall inspect those areas as defined by the IBC and as identified by the RDPiRC.
- Each Special Inspector must be qualified in the area of expertise of Special Inspection required, Section 1704.2.1 of the IBC. (See the Qualification form attached).
- Each Special Inspector is responsible for verification that those items detailed in the permitted plans and specifications are built into the project and meet the code requirements.
- Approved Agencies shall prepare, sign, and submit to the RDPiRC and the Building Official inspection reports as outlined in Section 1704.2.4 of the IBC within 48 hours of the inspection. Include in the report any supporting documentation.

D) Responsibilities of the **General Contractor:**

- The General Contractor is responsible for coordinating all testing and inspections and notifying the RDPiRC, the Building Official and the Special Inspectors of work ready for inspection.
- The General Contractor must provide access to and means for safe and proper inspection of such work. Inspection requests may be denied if safe access is not provided at the job site.
- The General Contractor shall keep records of Special Inspections readily available for both the Special Inspectors and the FPC General Inspector. The Special Inspections records shall include a copy of the following: 1) Determination Letter of Required Special Inspections; 2) The Special Inspections deficiencies logged in the Developer Deficiency Log; 3) A copy of all Special Inspection reports from the Special Inspector; and 4) Any changes that may apply to Special Inspections on the project.
- The General Contractor **shall not** employ the Special Inspector, Sections 1702.1.1 and 1704.2 of the IBC.

E) Statement of Special Inspections, Notice Forms, and Report Forms for Special Inspections

- Statement of Special Inspections:
 - RPDiC must submit to the Building Official a completed Statement of Special Inspections. The Statement of Special Inspections must identify the following:
 - The materials, systems, components and work required to have Special Inspections or tests by the Building Official or by the registered design professional responsible for each portion of the work.
 - The type and extent of each Special Inspection.
 - The type and extent of each test.
 - Additional requirements for Special Inspections or tests for seismic or wind resistance as specified in Sections 1705.12, 1705.13 and 1705.14.
 - Deferred submittal items that require a Supplemental Statement of Special Inspections.
 - RPDiC must attach the Determination if Required Special Inspections letter and the Special Inspection Certification form with a copy of the Special Inspector certifications to the Statement of Special Inspections.
 - If the RDPiRC determines that, as per Section 1704.2 of the IBC, no Special Inspections are applicable to the project, only provide the signed and sealed Determination Letter.

- Structural Observations:
 - Section 1704.6 of the IBC requires Structural Observations for the items specified in Section 1704.6.1. Structural Observation includes, but is not limited to, visual observation of the Structural system, details, and load paths for conformance with the approved construction documents.
 - Prior to the commencement of observations, the Structural Observer shall submit to the Building Official a written statement identifying the frequency and extent of Structural Observations.
 - At the conclusion of the work included in the permit, the Structural Observer shall submit to the Building Official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the Structural Observer's knowledge, have not been resolved.
 - The Structural Observer(s) must be the Engineer of Record responsible for the Structural design, or another registered design professional in the State of Texas designated by the Engineer of Record for the Structural design, to perform the Structural Observation.
- Notice of Non-Compliance:
 - Only submit as required by the building code as described under the responsibilities of the Special Inspector.
- Report of Required Special Inspections:
 - Report prepared, signed, and submitted by each Approved Agency to the RDPiRC for the RDPiRC to prepare the Final Report of Required Inspections.
 - Report must document the Special Inspections and tests and correction of any discrepancies noted in the inspections or tests covered by the Approved Agency.
 - Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item(s) inspected.
 - Provide a copy to the General Contractor and the Building Official.
- Final Report of Required Special Inspections:
 - Report prepared, signed, and sealed by the RDPiRC and submitted to the Owner for the Owner or Owner's designated representative to submit to the Building Official.
 - Submitted upon completion of all Special Inspections and resolution of discrepancies.
 - Report must document all required Special Inspections and tests and correction of any discrepancies noted in the inspections or tests for the project.
 - Provide a copy to the General Contractor and all Special Inspectors listed in the report.
 - This report is required to be submitted prior to the issuance of a Temporary Certificate of Occupancy or a Certificate of Occupancy.

Contractor's Works Inspection Request(CWIR)

Project Name: _____

Project Number: _____

CONTRACTOR'S WORKS INSPECTION REQUEST (CWIR) - PART A					
Initial Inspection Request		Re-Inspection Request		Original CWIR No./Date:	
				CWIR No. (Assigned by GC):	
DETAILS OF INSPECTION					SECTION A
SUBMIT 5 DAYS BEFORE THE PLANNED TIME OF INSPECTION					
Plumbing rough-in ¹	Mechanical rough-in ²	Electrical final	Fire sprinkler hydro test	Framing/Blocking	Roofing final / Structural Steel
Plumbing top out	Mechanical final	Fire sprinkler entry	Fire alarm systems final ⁴	Sheer Wall/Fire Wall	Substantial completion
Plumbing gas rough-in	Electrical rough-in ³	Fire sprinkler system visual	Piers/beams/columns	Thermal/Acoustical	Final completion
Above Ceiling MEP ⁵	Gas		Slab/deck pre-pour	Insulation	
Description of Work to be Inspected: (attach highlighted copy of the relevant drawing)					
Location of Work to be inspected:					
Relevant Drawings Nos / Specification References:					
Inspection Date:		Inspection Time:			
Submitted by:		Date:		Time:	
Received by:		Date:		Time:	

CONTRACTOR'S WORKS INSPECTION REQUEST (CWIR) - PART B			
SUBMIT 24 HOURS BEFORE THE PLANNED TIME OF INSPECTION			
Subcontractor Pre- Inspection Signoff:			
TRADE	COMMENTS	SIGNATURE	DATE & TIME
PLUMBING			
MECHANICAL			
ELECTRICAL			
FRAMING			
OTHERS (Specify)			
CONFIRMATION OF CONTRACTOR'S QA / QC INSPECTION			SECTION B
Confirmation of coordination and compliance with specifications, codes, approved drawings, Method Statement, and Quality Control plan			
YES	NO	Note: If 'No', any departure from the specifications, approved drawings, Method Statement and Quality Control Plan to be recorded below.	
Signed by the Contractor's QA/QC Engineer / Manager			DATE:
Sec. A completed by Contractor and Sub must be submitted to the Construction Inspector 24 HRS prior to planned inspection time. Original copy with Sec. B must be completed, signed and handed to the Inspector prior to the Inspection. Inspector reserves the right to cancel the inspection if Section A is not completed			

NOTES:

¹ Plumbing rough-in to include, but is not limited to: under slab drainage piping, water supply piping, and site utilities² Mechanical rough-in includes ducts, wiring, and units³ Electrical rough-in includes all of the electrical system, fire alarm, data system, grounding system, controls and any other system that is referenced in the specifications⁴ Fire Alarm Systems final is to be performed or witnessed by the AHJ and is to include the alarms, sprinkler systems, emergency lighting and exit signs, fire pumps, fixed extinguishing systems, smoke control and evacuation systems and emergency generators⁵ MEP above ceiling final price to installing ceiling panels/sypsum