



STANDARD OPERATING PROCEDURES

Construction Services Division

Subject: Commercial New Construction and Additions SOP

Last Updated: 12/12/2018

Purpose: To establish procedural guidelines in regard to performing application review for Commercial New Construction and Additions projects. Options for phasing commercial construction projects are provided at the end of this document.

Legal Authority:

Procedure

For Commercial New Construction and Additions projects to be considered for acceptance by Construction Services staff, the following items shall be checked by a Client Facilitator at time of receipt of application:

- Application
 - The following ASI fields must be completed, and the information listed for each item below must match on both the building plan set and paper application:
 - Review type (Expedited review is subject to supervisory approval)
 - Construction type
 - Occupancy type
 - Occupancy category
 - New Construction or Addition radio buttons (check the button that applies)
 - New Construction or Addition Sq. Ft. (fill out the applicable field)
 - New Construction Type* (Not required, but important)
 - Project include demo radio button (Check yes or no)
 - Is there a letter of Map Revision for this project (Check yes or no)
 - Number of Bathrooms
 - Number of Buildings
 - Building Height (Stories)
 - Building Height** (Ft)
 - Total Sq. Ft.
 - Total Project Value
 - Work Performed in Right-of-Way? (Check yes or no)
 - FBC Edition
 - FCC (Construction Codes)
 - Mark required trades(same as the description)
 - Owner-Builder Indication (Check yes or no)

*See end of document for more information on 2-Phased and 3-Phased commercial projects.

**A high rise building is 75 ft. above fire vehicle access.

- Verify the address on both the building plan set and paper application match, and check to see if the address is valid in Accela.
- Search APO for all records related to the Commercial New Construction and Additions project, including but not limited to:
 - PD, PD-A, TRC, PLN, or phased permits.
- Full set of building plans with all correct code reference, to include but not be limited to:
 - Architectural, Structural, Civil, Life Safety, Mechanical, Electrical, Plumbing.
- Energy Calculations, digitally signed and sealed by an engineer with 3rd party certification.
- FEMA Substantial Improvement Packet (if applicable) to include the following:
 - Flood Information Summary, Contractor Attestation, Owner Attestation, Cost Breakdown, and Cost Breakdown Calculations.

Note: If the project involves an addition to an existing building and the building itself is a condominium building where each unit is individually owned, then only the Flood Information Summary and Contractor Attestation pages shall be required at application.

- Private Provider documents (if applicable) for Private Provider Inspections, Private Provider Plan Review, or both.
- Threshold documents (if applicable) if any of the following criteria are met:
 - The building is greater than three (3) stories or fifty (50) feet in height OR
 - The building has an Assembly occupancy that exceeds 5,000 sq. ft. in area and has an occupant content of greater than 500 persons.

If the building qualifies as a Threshold Building, the following threshold documents must be submitted at time of application:

- A signed statement by the property owner identifying the general contractor and “Special Inspector.”
- A statement on all signed and sealed plans that, to the best of the architect’s or engineer’s knowledge, the plans and specifications comply with the minimum building codes.
- Structural Inspection plans prepared by and signed by the engineer or architect of record, reviewed and approved by the Special Inspector.
- Shoring and reshoring procedures, plans, and details, reviewed, approved, and signed by a Special Inspector.

Note: Townhouses that have 4th floor access to a roof deck could be considered a Threshold Building.

Options for Phasing Commercial Construction Projects

For commercial new construction projects which are proposed to be done in phases, the following options are available depending on whether it is a 2-Phase or 3-Phase project. Note that the term “phase” as used in the context of new construction denotes the splitting up of a project into different parts or “phases” of construction.

This should not be confused with the terms “3-phased” and “2-phased” in regard to the fee schedule. 3-phased and 2-phased in this context refer to the splitting of the fee schedules, and not the splitting of actual construction itself into various phases (site/foundation/shell/buildout).

2-Phase Projects (2 options for construction phasing are available):

Option 1

- Site and Foundation (1st construction phase)
 - This should be permitted under a Commercial New Construction and Additions permit.
 - The “3-Phased Project” option should be used under the Project Details section of the ASI tab (include ALL proposed under-roof square footage).
 - Selecting “3-Phased Project” in the ASI tab will charge the first 1/3 of the permitting fees to this Commercial New Construction record.

- Shell and Finish (2nd construction phase)
 - This should be permitted under a Commercial New Construction and Additions permit.
 - The “2-Phased (Shell) Project” option should be used under the Project Details section of the ASI tab (include ALL proposed under-roof square footage).
 - Selecting “2-Phased (Shell) Project” in the ASI tab will charge the remaining 2/3 of the permitting fees to this Commercial New Construction record.

OR

Option 2

- Site/ Foundation/ Shell (1st construction phase)
 - This should be permitted under a Commercial New Construction and Additions permit.
 - The “Complete Project” option should be used under the Project Details section of the ASI tab (include ALL proposed under-roof square footage).
 - All permitting fees associated with the new construction portion of the project will be charged under this Commercial New Construction record.

- Tenant Buildout (2nd construction phase)
 - This should be permitted under a Commercial Alterations permit (include ALL proposed under-roof square footage).
 - All permitting fees associated with the tenant improvement/buildout portion of the project will be charged under this Commercial Alterations record.

3-Phase Projects (1 option for construction phasing is available):

- Site/ Foundation (1st construction phase)
 - This should be permitted under a Commercial New Construction and Additions permit.
 - The “3-Phased Project” option should be used under the Project Details section of the ASI tab (include ALL proposed under-roof square footage).
 - Selecting “3-Phased Project” in the ASI tab will charge the first 1/3 of the permitting fees to this Commercial New Construction record.

- Shell (2nd construction phase)
 - This should be permitted under a Commercial New Construction and Additions permit.
 - The “2-Phased (Shell) Project” option should be used under the Project Details section of the ASI tab (include ALL proposed under-roof square footage).
 - Selecting “2-Phased (Shell) Project” in the ASI tab will charge the remaining 2/3 of the permitting fees to this Commercial New Construction record.

- Tenant Buildout (3rd construction phase)
 - This should be permitted under a Commercial Alterations permit (include ALL proposed under-roof square footage).
 - All permitting fees associated with the tenant improvement/buildout portion of the project will be charged under this Commercial Alterations record.