



DEPARTMENT OF
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

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BCOM Newsletter

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Clarification of Fees for Temporary Structure Permits

Temporary Structure Permits (CO-17 TMP Permits), excluding bleachers, have been reduced to a lump sum fee of \$100 for the first Permit for an event. Complex events or events with multiple structures may be charged an additional fee amount, in increments of \$100, depending on the complexity and additional review time required. The notation of "Included" on the billing report signifies that a line item has been accommodated within the lump sum fee of another Permit.



CPSM Forms Update

The following CPSM forms have been added or revised since the last BCOM Newsletter advisory:

- DGS-30-012, [A/E Fee Proposal Worksheet](#) (Rev. 7-15)
- DGS-30-016, [A/E Contract for Professional Services](#) (Rev. 07-15)
- DGS-30-198, [Cost Review Questionnaire](#) (Rev. 07-15)

Download Form DGS-30-000, [Capital Outlay Management Forms Master List](#) for a complete listing of the latest version of each CPSM form. All current forms may be downloaded from the [DGS Forms Center](#). If a prior version of a form is required contact capout@dgs.virginia.gov.

Useful Links

[DGS](#)

[DEB](#)

[BCOM](#)

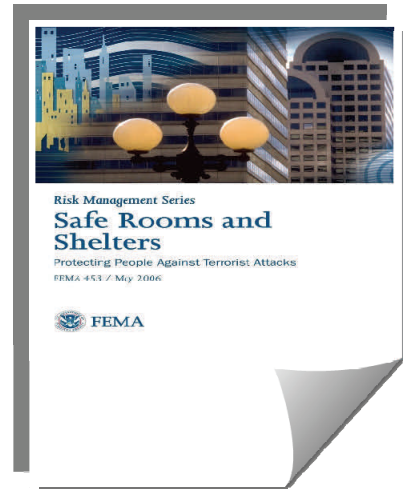
[BITS](#)

[eVA](#)

Safe Room and Secure Room Design & Construction

Agencies have recently identified a need for “Safe Rooms” to be added to both new and existing buildings, and also have requested that special locking arrangements be permitted for doors to other “Secure Rooms.” To differentiate between these two types of spaces, Safe Rooms are those that are designed and constructed consistent with FEMA 453 / May 2006, Risk Management Series, *Safe Rooms and Shelters, Protecting People Against Terrorist Attacks*, and Secure Rooms are rooms with ordinary construction for which the agency has chosen to take refuge in and lock against an intruder.

Secure Room locking is the most common request. The locking and egress for these rooms must comply with the code. The most appropriate code compliant hardware identified for this application is an interconnected single (or double) locking entry door with levers. Other hardware will be considered if proposed.



Safe Room doors and hardware are specialty items that must be shown to comply with the code.

Neither Safe Rooms nor Secure Rooms are considered standard program elements; therefore, if these spaces are needed, they must be identified and justified in the Capital Budget Requests, and they must be identified in the Preliminary Design submittal and identified in Security Drawings if included in the documents.

HVAC Work without a Building Permit

The Virginia Construction Code (VCC) Section 108.2 exempts certain work from application for permit. Low voltage wiring, small prefabricated buildings, fences, and flagpoles 30 feet or less in height are a few. There is one exemption that is not as clear cut: Ordinary Repairs.

The Virginia Rehabilitation Code, Section 502.1 defines the scope of a repair as the patching or restoration or replacement of damaged materials, elements, equipment or fixtures for the purpose of maintaining such components in good or sound condition with respect to existing loads or performance characteristics.

VCC Section 108.2 14.4 (Exemption from application from permit) reads: Replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R-2 where serving a single-family dwelling and in Groups R-3, R-4 and R-5.

The Virginia Mechanical Code defines an appliance as “a device or apparatus that is manufactured and designed to utilize energy for which this code provides specific requirements.” Examples of appliances are boilers, chillers, and fan coil units.

108.2 14.4 requires permitting all work: 1) if gas and/or oil fuels are used in Group R-2 and 2) if gas and/or oil fuels are used serving a single family dwelling and all of Groups R-3, R-4, and R-5.

Ordinary repairs are replacement of a mechanical appliance with one of like or very similar capacity and characteristics. This work may be performed without a Building Permit.

Responsibilities for Structural and Special Inspections

Chapter 1 of the VUSBC prescribes the minimum inspections to be performed on a project. VUSBC Chapter 17, *Structural Tests and Special Inspections*, prescribes certain tests and inspections which are required to be performed on the structural systems for the building.

The Director of DEB, in his capacity as the Building Official for state-owned buildings:

- establishes the procedure for the application of the Structural and Special Inspections. These procedures are provided in CPSM Section 5.15.

The A/E, as part of its Basic Services:

- includes, within the project specifications, the requirements for the materials, the submittals, and the tests and inspections to be performed
- identifies the tests and inspections to be performed by the Owner's Independent Testing Service and the other tests to be performed and paid for by the Contractor
- provides a summary of required Structural and Special Inspections in Division 1 of the Specifications
- reviews and approves shop drawings, material submittals and other data to assure compliance with the bid documents
- visits the site with representatives of each design discipline having work in progress to assure conformance with the design shown in the documents. (Where an Agency has received permission to exclude this service from the A/E contract, qualified Architects and Engineers of the Agency shall perform this function.)

The Owner's on-site Project Inspector/Clerk of the Works:

- checks all materials delivered to the site for conformance with the approved submittals
- checks the installation for proper materials, methods, clearances, etc., as described in the plans and specifications and in the approved submittals
- furnishes copies of all reports to the A/E

The Owner's Independent Test Lab:

- inspects foundations
- logs and inspects pile and caisson installations
- inspects and tests concrete and tests bolted and welded connections
- furnishes copies of all reports to the A/E

The Agency:

- submits Form CO-6a (DGS-30-048) *Statement of Structural and Special Inspections*, including an attached copy of the edited Form CO-6b (DGS-30-052) *Special Inspections - State-Owned Buildings*. (Submit with working drawings or prior to the CO-17 Building Permit application.)
- submits Form CO-13.1b (DGS-30-120) *Final Report of Structural and Special Inspections*. (Submit with the documentation for a CO-13.3, 13.4 or 13.5 to support the request to occupy a facility and close out the building permit.)

Refer to CPSM Section 5.15, Appendix M and Appendix N for specific requirements.



BCOM Seminars

Construction and Professional Services Manual (CPSM) Seminar

- The Construction & Professional Services Manual Seminar is a two-day seminar in the application and use of the CPSM.
- Registration is open to state agency personnel involved in the design and construction of capital outlay projects. The seminar is also open to private sector design professionals and other interested parties such as local government personnel.
- To learn more about the seminar and registration process click here: [CPSM Seminar Info Sheet](#)
- To express an interest in attending an upcoming seminar, click here: [CPSM Seminar Form](#)
- Completing the CPSM Seminar Form will add you to a mailing list to be notified of the next seminar; completing this form does not register you for the seminar.



Virginia Construction Contracting Officer (VCCO) Seminar

- The Virginia Construction Contracting Officer Seminar is an advanced two-day seminar with emphasis on the procurement and management of the Commonwealth's design and construction contracts.
- Registration for the VCCO Seminar is limited to state and local government personnel. Upon completion of the CPSM and VCCO Seminars, attendees may sit for an examination to obtain certification as a VCCO.
- To learn more about the seminar and registration process click here: [VCCO Seminar Info Sheet](#)
- To express an interest in attending an upcoming seminar, click here: [VCCO Seminar Form](#)
- Completing the VCCO Seminar Form will add you to a mailing list to be notified of the next seminar; completing this form does not register you for the seminar.