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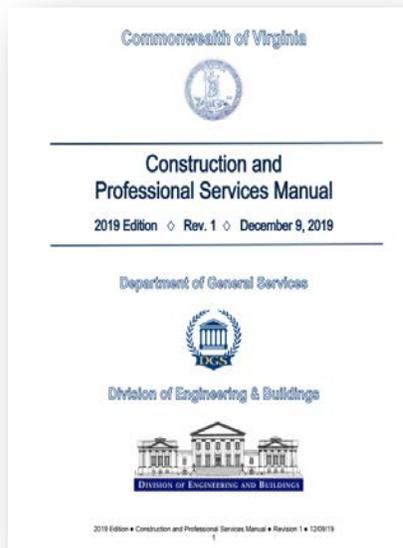
Commonwealth of Virginia
Department of General Services
Division of Engineering & Buildings

COVID-19 Operational Changes that may Result in Changes to Building Use, Building Occupancy and/or Construction

Reference: **2019 Construction and Professional Services Manual (Revision 1, issued 12/9/19)**

Appendix P - Building Permit Policy for Construction State Owned Buildings & Structures

Changes to the use and/or occupancy of a building that are either temporary or permanent in nature, and construction work must comply with the Virginia Uniform Statewide Building Code, 2015 edition (VUSBC-2015) and 2010 ADA Standards for Accessible Design. Changes of use, for example using business or assembly spaces for sleeping, or using storage spaces for residential, business or assembly require a Special Use Permit (CO-17 SPC). Changes of occupancy, for example restricting access to toilets, limiting travel in stairways and through doors or changing HVAC control strategies may require a CO-17 SPC depending upon the scope. Construction, for example installing barriers to assure social distancing or reducing the spread of aerosols (sneeze guards) may require a Building Permit for Construction (CO-17) or a Project Permit issued under Annual Permit Authority depending upon the scope.



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
CO-17 SPC, Special Use Permit

Issue: EXAMINE
Form Status: IN PROCESS

PROJECT

Agency: SBOE
Sub-Project: COVID-19 - REDUCED OCCUPANT LOAD - REDUCED TOILETS
Facility: MISCELLANEOUS
Project Type: MISCELLANEOUS
SPC's Classification: SPMO (Regional Office) Division 3
Address: _____ Phone: _____ E-Mail: _____
Agency Contact: _____

SPECIAL PERMIT

"Building Name":
Purpose/Occupancy:
Code Reference:
Building Code Edition:
Building Code Part:
Accessibility Standards:
Code Modifications Issued:
Fire Suppression: N/A
Pen Detectors: N/A
Security: N/A
& Alarm

OTHER

Subjects of Plans & Specs: Determine occupancy on 05/11/2020
Architect/Engineer: N/A
A/E Contact: N/A, Phone: N/A, Email: N/A
Contractor: N/A
Contractor Contact: N/A

EXISTING CONDITIONS

BUILDING OFFICIAL ACTION

Attachments: _____ Approved: **NOT APPROVED**

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Prior to proceeding with changes, contact the DEB Architectural Reviewer assigned to your agency to discuss the scope and to determine the level of review and permitting necessary for proposed changes of use, changes of occupancy and/or construction.



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May 2020

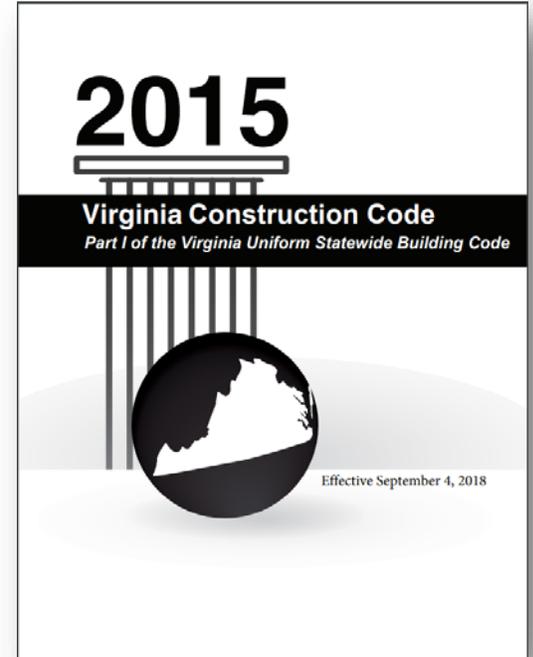
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Determining Building Area for CO Forms, Estimates, and Building Efficiency

Determining the area of a building sounds simple; however, there are many factors that must be considered when calculating the square footage. CPSM Section 5.2.9 Determination of Building Area establishes the methodology for calculating the building area for two distinct purposes.

The first purpose for calculating the building area is for compliance with the Virginia Construction Code (VCC). In this instance, the function of the calculation is to establish the occupiable area of the building. The VCC establishes what areas to include and exclude from this calculation. For example, the thickness of the exterior wall is excluded from the calculation of the building area. So, when calculating the square footage for VCC purposes the calculation should reflect the VCC definition of "Building Area" in accordance with CPSM section 5.2.9.1.

CPSM section 5.2.9.2 addresses the second purpose for calculating the building area. In this case, the building area is being calculated for use on CO forms and cost estimates. It is also used in calculating the building efficiency. The function of the 5.2.9.2 calculation method is to establish the overall size of the building and appropriately identify the size of the capital asset to be built or renovated. To accurately reflect the size of the capital asset, the square footage calculation must include items not included in the VCC "Building Area" such as exterior walls, mechanical penthouses, mezzanines, balconies, and other areas that contribute to the overall building size. Adjustments must also be made to account for areas of the building that are relatively less expensive such as balconies, open covered areas such as balconies, porte-cochères and covered walkways. As the CPSM section 5.2.9.2 calculation method more accurately reflects the size of the capital asset, it is the building area used on capital outlay (CO) forms. To aid in the calculation the square footage, DEB has developed Form DGS-30-219 – Area Calculation for Gross Building Area for CO Forms and Cost Estimates. This form provides a guide for the types of spaces to include and adjustment factors to apply, where applicable.



AREA CALCULATION FOR GROSS BUILDING AREA FOR CO FORMS & COST ESTIMATES
(all area in square feet)

DGS-30-219
(Rev. 03/17)

Agency Name	
Project Name	
Project Number	

I. INTERIOR BUILDING SPACE:
See Adjustment Factors & Notes tab for calculation notes.

DESCRIPTION	AREA
- CRAWL SPACE (See Note 1.)	
- BASEMENT FLOOR	
- FIRST FLOOR	
- SECOND FLOOR	
- THIRD FLOOR	
- FOURTH FLOOR	
- FIFTH FLOOR	
- ADDITIONAL FLOOR LEVELS	
- ATTICS AND PENTHOUSES (See Note 1.)	
- INTERIOR BALCONIES	
- MEZZANINES	
- EQUIPMENT PLATFORMS (Per VUSBC 505.3)	
SUBTOTAL OF INTERIOR SPACES	- SF

II. EXTERIOR SPACE:
See Adjustment Factors & Notes tab for calculation notes.

DESCRIPTION	Measured Exterior Area	Adjustment Factor	ADJUSTED EXTERIOR AREA
- EXTERIOR COVERED AREAS INSIDE BUILDING LINE (as determined by building code)		x 0.5	-
- EXTERIOR COVERED AREAS OUTSIDE BUILDING LINE		x 0.5	-
- ROOF TERRACE		x 0.5	-
- EXTERIOR BALCONIES		x 0.5	-
SUBTOTAL OF EXTERIOR SPACES			- SF

III. GROSS BUILDING AREA FOR CO FORMS AND COST ESTIMATES (I + II) SF
(for Forms CO-2, CR-2, CO-4, CO-5, CO-6, etc.)

IV. BUILDING AREA PER VUSBC SF
(The A/E is responsible for listing the SF in conformance with the VUSBC.)

It is important to remember the purpose of the calculation when utilizing the DGS-30-219 form. For example, a project may include a picnic shelter or an open sided barn. Read liberally, the form would seem to indicate that a 0.5 factor should be applied to the square footage of these buildings. So, if a project included a 20 ft. by 50 ft. picnic shelter, it could be implied that the picnic shelter would only be considered as a 500 sf foot building rather than its true 1000 sf. However, this interpretation ignores the purpose of the calculation. In this case, the picnic shelter is a unique building type and would be classified as such. The full 1000 sf (without the 0.5 adjustment factor) should apply to the building. In contrast, if a building had a porte-cochère, which is an accessory part of the building, the 0.5 adjustment factor would apply. In this case, the porte-cochère is a component of a building with a building use which is very different from the specific use of the porte-cochère.



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The adjusted square footage of the porte-cochère is recognized (but only at 50% of actual area), as it is not fully equivalent to the main building spaces (calculated at 100%) as those spaces' construction costs are higher than the porte-cochère itself.

As with most guides, the DGS-30-219 form does not address every situation. If the Agency or A/E are uncertain as to how to apply the guide to a certain type of space, contact the Agency's assigned DEB Lead reviewer or DEB Capital Outlay Reviewer for additional guidance.



DEB Forms Update

The following recently revised DEB forms are now available on the [DGS Forms Center](#):

<u>Form Name</u>	<u>DGS Form #</u>	<u>Version</u>	<u>Alternate ID #</u>
DEB Forms Master List	DGS-30-000	05-20	(DEB Forms List)
Transmittal for DEB Review Services	DGS-30-380	05-20	---

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