

Permitting, Inspection & Certificate of Occupancy Procedure for University of Alabama Projects

All questions regarding this procedure shall be directed to the University of Alabama Inspection Coordinator (UA IC), Alison Hewson (205) 348-1684. All correspondence regarding this procedure shall be copied to the UA IC at ahewson@ua.edu

Land Development Permitting

Applicability –

On all construction projects (including building additions, infrastructure and hardscaping projects) involving land disturbance, outside utilities or groundwork, a Land Development Permit (LDP) must be obtained from the City of Tuscaloosa.

Renovations, repairs, alterations and remodeling projects which do not involve land disturbance, outside utilities or groundwork, a LDP is not required.

Civil Engineer of Record (CEOR) –

The Civil Engineer of Record (CEOR) will apply for a Land Development Permit (LDP) through the Office of City Engineering (OCE). The CEOR will obtain a Land Development Permit application online at www.tuscaloosa.com – Departments – City Engineer, or by requesting an LDP application by email at ocemail@tuscaloosa.com. The CEOR will submit the LDP application and a set of 100%, stamped site drawings including all disciplines to the OCE electronically at ocemail@tuscaloosa.com for review. The subject line of the email shall read: “UA Project Name – UA Project # - LDP Review” and include the street address if available. There are no fees associated with obtaining a LDP, except on projects that involve sanitary sewer piping. The CEOR will provide the OCE with a linear footage of sanitary sewer piping that is 6” or greater in diameter, if applicable, which will be used by the OCE to establish the fee amount to be paid by the contractor once the project bids.

The OCE will review the drawings and communicate all comments back to the CEOR by email. The CEOR will then address all the comments made by the OCE. Revisions shall be annotated on the drawings with revision number and date, and then the CEOR will electronically re-submit the corrected drawings to the OCE by email. The subject line of the email shall read: “UA Project Name – UA Project # - Revised LDP Review” and include the street address if available. Once the drawings are approved, the OCE will send the LDP to the CEOR by email. The CEOR will transmit the LDP to the UA Project Manager (UA PM) to be signed by Cheryl Mowdy, AVP for Finance & Operations. Once the LDP has been signed by Cheryl Mowdy and returned to the UA PM, the UA PM will transmit the LDP to the CEOR to be submitted electronically to the OCE. The OCE will stamp the LDP as well as the 100% drawing set cover page and send both electronically, directly to the CEOR. The CEOR shall then hand deliver the following to the OCE: (4) hard copies of the approved and stamped 100% site drawings including all disciplines for projects that DO NOT include sanitary sewer piping or (5) hard copies of the approved and stamped 100% site drawings including all disciplines for projects that DO include sanitary sewer piping.

The OCE will provide Planning and Development Services (PDS) with acknowledgment of the issued LDP for future building permit record purposes.

Site Contractor –

Once the project bids, the Site Contractor shall visit the Office of City Engineering (OCE) located at City Hall to pay the fee associated with the sanitary sewer piping linear footage previously provided to the OCE by the CEOR. This fee is calculated at \$.25/Linear foot with a minimum of \$100.00 on all projects that include sanitary sewer piping that is 6” or greater in diameter.

Suitable methods of payment include: a check (made payable to the City of Tuscaloosa), or cash. If the project does not include sanitary sewer piping that is 6” or greater in diameter there will be no associated fee and the contractor will not need to visit the OCE.

*During construction, any significant civil changes must be submitted by the CEOR to the OCE following the same procedure outlined above. If the linear footage of sanitary sewer piping 6” or greater in diameter changes, an additional cost/refund may apply depending on an increase/decrease of linear footage, respectively.

Building Permitting

Applicability –

On all UA construction projects that require a formal bid, a Building Permit must be obtained from the City of Tuscaloosa unless the project scope is defined as only the following: Interior Finishes (paint, carpet), Exterior Envelope (roof and window replacement), Exterior Work (landscape, hardscape, utilities, infrastructure, light poles) or General Maintenance (repair or replacement of equipment). Purchase Order (PO) projects will not require a Building Permit unless the project involves replacement, addition and/or relocation of any life safety component(s), and/or removal/addition of walls or doors that ultimately affect the path of egress.

UA Construction Administration (UA CA) –

UA Construction Administration (UA CA) shall keep the latest copy of all 3rd Party Inspectors resume’s on file and submit them to Planning and Development Services (PDS). UA CA shall be responsible for informing PDS of any changes regarding the 3rd Party Inspectors.

Architect of Record (AOR) –

60% - In conjunction with the standard uploads for UA design submittal milestones on the UA SharePoint project site, the AOR shall provide the City of Tuscaloosa Fire and Rescue Service (TFRS) with a SharePoint web link where the 60% PDF full set of drawings can be downloaded. The SharePoint web link shall be sent by email to tfplansreview@tuscaloosa.com with attention to Fire Marshal Patrick Stines. The subject line of the email shall read: “UA Project Name – UA Project # - 60% Review”. The TFRS will review the drawings and communicate all comments back to the AOR by replying to the original email. The AOR shall acknowledge that they received comments from the TFRS and incorporate those comments into subsequent design submittals.

90% - In conjunction with the standard uploads for UA design submittal milestones on the UA SharePoint project site, the AOR shall provide the City of Tuscaloosa Water and Sewer

Dept. – Linear Assets Division with the following documents for all new construction or renovation projects that involve the installation of a new grease trap, modification of an existing grease trap and/or change in commercial kitchen waste output:

- Civil Site/Utility Plan
- Floor plans of commercial dining areas showing seating capacity
- Floor plans of commercial kitchen areas showing cooking lineups
- Plans showing locations, capacities and installation details for grease traps

These documents shall be in PDF format and sent by email to

greasetrapreviews@tuscaloosa.com. The subject line of the email shall read: “UA Project Name – UA Project # - Grease Trap Review”. The City of Tuscaloosa Water and Sewer Dept. – Linear Assets Division will review the documents and communicate all comments back to the AOR by replying to the original email. The AOR shall acknowledge that they received comments from the City of Tuscaloosa Water and Sewer Dept. – Linear Assets Division and incorporate those comments into subsequent design submittals. See the City of Tuscaloosa website <http://www.tuscaloosa.com/Government/Departments/Water/fats-oils-grease> for details and updated information.

Following the Alabama Department of Finance - Division of Construction Management (DCM) Final Plan Submittal Review, the AOR shall address and correct all DCM comments. The AOR shall then provide the TFRS with a SharePoint web link where the corrected drawings along with their responses to the DCM’s comments can be downloaded. The SharePoint web link shall be sent by email to tfplansreview@tuscaloosa.com with attention to Fire Marshal Patrick Stines. The subject line of the email shall read: “Conformance Documents with DCM Comments – UA Project Name”.

General Contractor (GC) –

The GC shall apply for a Building Permit through Planning and Development Services (PDS). There are no fees associated with obtaining a Building Permit. The GC must first obtain a permit application and a revenue form by visiting PDS located at City Hall. The Revenue Form will be filled out and submitted at a later date as detailed in the Certificate of Occupancy section.

The GC will hand deliver the following to PDS in order to obtain the Building Permit:

- (1) Complete permit application (Electronically on flash drive/CD)
 - (1) Set of bid document drawings in PDF format (Electronically on flash drive/CD)
- PDS will then issue a (yellow) city building permit with permit # (UA-XX-XXXX) to the GC and also provide the bid documents to the Tuscaloosa Fire and Rescue Services (TFRS).

Note: All projects, whether a Building Permit is required or not, shall be issued a UA Inspection Card and shall be inspected by UA’s 3rd Party Integrated Inspection Services with exception of PO Projects that only involve interior finishes. (i.e., paint, carpet, etc.)

Initial Construction Phase

Fire Sprinkler Contractor –

The Fire Sprinkler Contractor shall submit the following to the TFRS with attention to Fire Marshal Patrick Stines referencing the city building permit # (UA-XX-XXXX):

- (3) complete paper sets of fire sprinkler shop drawings (including Ansul system, unless pre-engineered) with the engineer of record's review stamp.

Fire Alarm Contractor –

The Fire Alarm Contractor shall submit the following to the TFRS with attention to Fire Marshal Patrick Stines referencing the city building permit # (UA-XX-XXXX):

- (3) complete paper sets of fire alarm shop drawings with the engineer of record's review stamp.

*Shop drawings are submitted to the TFRS for review and approval. TFRS will communicate all feedback to Fire Sprinkler/Fire Alarm Contractors by phone and to the UA Inspection Coordinator (UA IC) by email.

Construction Phase and Inspections

General Contractor (GC) –

The General Contractor (GC) shall request a UA Inspection Card from the UA Project Manager or UA Field Coordinator prior to any inspection requests. This card shall be posted prominently in the GC's job trailer along with an inspection set of drawings. *The GC shall submit the latest copy of the UA Inspection Card, both front and back, with each monthly GC pay-application. The monthly pay-application will not be processed if this item is not included.

GC's or Subcontractors shall request all UA Third-Party inspections, including fire protection, by contacting the UA Customer Service Center (UA CSC) between the hours of 7:30 AM - 4:30 PM (Monday-Friday, excluding both National and UA holidays) by either of the following. A minimum 24-hour notice is required.

- Email: inspections@ua.edu
- Phone: (205) 348-6001

When requesting an inspection, the following information is required (in this particular order):

- UA Project Name
- UA Project Number
- COT Building Permit Number
- Specific Trade(s) involved
- Type of inspection
- Exact location(s) within building or project site
- Desired date and time
- Contact info (Name, Phone Number, Email)

Once the UA CSC receives the requested inspection, the UA CSC will create a Work Order and assign a Work Order # to it. The UA Inspection Coordinator (UA IC) will then schedule the inspection with UA's Third Party Integrated Inspection Services and email them a copy of the respective Work Order. The inspector(s) shall perform the inspection within 24-36 hours upon the UA CSC receiving the request. The inspector shall attempt to arrive on site at the desired time of the inspection. If the desired time cannot be met, the

inspector shall contact the contractor who requested the inspection, as well as the UA IC in order to coordinate an arrival time. The inspector(s) shall be accompanied at all times during the inspection by the GC and Sub-Contractor for each trade involved.

Once on site, the inspector(s) shall thoroughly perform the inspection and note all building code and UA standard deficiencies, if any, along with photo images of deficiencies in a formal inspection report. The inspection report shall be stamped as Approved, Approved with comments or Failed; Re-inspection required.

Approved/Approved with comments: If the inspection report is stamped as Approved or Approved with comments, the inspector(s) shall sign, date and reference the Work Order # under the appropriate section(s) of the UA Inspection Card as well as highlight the area inspected referencing the Work Order # on the inspection set of drawings. The inspection report shall be sent to the UA IC within 24 hours of performing the inspection by UA's Third Party Integrated Inspection Services. The UA IC will then forward the report to the UA Project Manager, UA Field Coordinator and the contractor who requested the inspection. The UA Field Coordinator shall verify that all noted deficiencies have been corrected by the contractor prior to any covering of inspected work.

Failed; Re-inspection required: If the inspection report is stamped as Failed; Re-inspection required, the inspector(s) shall not sign and date the UA Inspection Card nor highlight the inspection set of drawings. Instead, the inspector(s) shall notify the contractor who requested the inspection while on site that the inspection has failed. The inspection report shall be sent to the UA IC within 24 hours of performing the inspection by UA's Third Party Integrated Inspection Services. The UA IC will then forward the report to the UA Project Manager, UA Field Coordinator and the contractor who requested the inspection. If the noted deficiencies can be corrected within 1 day then the contractor who requested the inspection can coordinate a time for the inspector(s) to revisit the site the following day before they leave the site. If the noted deficiencies take 2 or more days to be corrected then the contractor who requested the inspection shall request a re-inspection. The re-inspection can be requested by one of the following ways: forwarding the original inspection request email to inspections@ua.edu or calling (205) 348-6001. Either way requires specifying a re-inspection, referencing the Work Order #, re-inspection date/time and particular trades involved. A minimum 24-hour notice is still required.

Re-inspection Fee for All Trades

The initial re-inspection for each trade will be at no cost. Any subsequent re-inspections on the project for any trade having previously failed an inspection will be at a cost to the General Contractor of \$300. These costs will be deducted through a change order to reduce the contract for the appropriate amount.

The GC or Subcontractors shall also directly contact and request all inspections required by the following Tuscaloosa entities:

- COT Fire and Rescue Services (TFRS)
- COT Water and Sewer Department
 - Water Distribution
 - Wastewater (Linear Assets Division) – Grease Traps
- COT Office of City Engineering (OCE)

- Storm Water Piping, Sanitary Sewer Piping 6” or greater
- County Health Department, as applicable
- Department of Transportation (TDOT), as applicable

Obtaining the Certificate of Occupancy

General Contractor (GC) –

Planning and Development Services (PDS) will only issue a final, comprehensive Certificate of Occupancy (CO) for University of Alabama projects. PDS will not issue a temporary CO. However, UA Construction Administration (UACA) will issue a partial Certificate of Substantial Completion (COSC) contingent on the approval from the Tuscaloosa Fire and Rescue Service (TFRS), Office of City Engineering (OCE), Tuscaloosa County Health Dept. or Tuscaloosa Dept. of Transportation (TDOT), as applicable.

No later than two weeks prior to the desired date for obtaining the CO, the GC shall complete the Revenue Form and include contact info in the top right corner. The GC shall submit the Revenue Form to the City of Tuscaloosa Revenue Department located at City Hall. Suitable methods of submittal include: hand delivery, Facsimile to (205) 349-0180, or Email to Vincent Brown vbrown@tuscaloosa.com or Mike Cranmore mcranmore@tuscaloosa.com. The Revenue Department will notify PDS when the Revenue Form has been approved.

The GC shall request an application for the CO from PDS at this time. Once the GC has the CO application in hand, the GC shall then request a final inspection through the TFRS. TFRS will sign the front of the UA Inspection Card as well as the CO application upon approval of the final inspection.

The GC will then email the following to PDS in order to obtain the Certificate of Occupancy:

- (1) Complete (CO) application including all required City of Tuscaloosa Department Approvals, as applicable. (Electronic PDF format)
- (1) Complete UA Inspection Card (Electronic PDF format)
- (1) Copy of A/E Design Professionals Compliance Letters, Provided to the GC by UA (Electronic PDF format)

These documents shall be emailed to the following recipients at the PDS: Alan Boswell aboswell@tuscaloosa.com, April Falls afalls@tuscaloosa.com, Nicole Beck nbeck@tuscaloosa.com, Lakeshia Jones kjones@tuscaloosa.com and William D. Smith wsmith@tuscaloosa.com. The subject line of the email shall read: “UA Project Name – UA Project # - UA City Permit # - Certificate of Occupancy”

Shortly after receiving all correct documents, PDS will issue the CO to the GC by email after the Revenue Form has been approved. The GC shall provide a copy of the CO to the UA Project Manager in the Close-out Documents.

Glossary

AOR	Architect of Record
CEOR	Civil Engineer of Record
City Hall	Administration Building of Municipal Government, 2201 University Blvd, Tuscaloosa, AL 35401
CO	Certificate of Occupancy
COSC	Certificate of Substantial Completion
COT	City of Tuscaloosa
GC	General Contractor
LDP	Land Development Permit
OCE	Office of City Engineering, (205) 248-5380, City Engineer – Wendy Shelby, P.E.
PDS	Planning and Development Services, (205) 248-5110, Chief Building Official – Alan Boswell
TDOT	Tuscaloosa Dept. of Transportation, (205) 248-5800
TFRS	Tuscaloosa Fire and Rescue Services, (205) 248-5420, Fire Marshal – Patrick Stines
	Tuscaloosa County Health Department., (205) 562-6900
	Tuscaloosa Revenue Department., (205) 248-5200, Vincent Brown or Mike Cranmore
	Tuscaloosa Water and Sewer Department. Wastewater (Linear Assets Division), (205) 248-5900 Water Distribution, (205) 248-5360
UA IC	University of Alabama Inspection Coordinator, Alison Hewson / (205) 348-1684 / ahewson@ua.edu
UA CA	University of Alabama Construction Administration
UA CSC	University of Alabama Customer Service Center
UA PM	University of Alabama Project Manager

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