

SECTION 1 – Permit

GENERAL INFORMATION

PROJECT # : _____ CONSTRUCTION TYPE: _____ DESCRIPTION OF WORK: _____
 BLDG. # : _____ DESIGN OCCUPANCY LOAD: _____ OCCUPANCY CLASSIFICATION: _____
 CODE EDITION YEAR: _____ **TOTAL # OF PAGES ATTACHED IN THIS PKG:** _____

HIGH FORMALITY CRITERIA OR ACTIVITIES AFFECTING

- H Occupancies Design of Fire Safety Control Areas Optional Project Lead Requested
 Means of Egress Fire Alarm and Suppression Systems
 Change in Occupancy Classification Modifications to Structure and Life Safety Bldg. Elements

High Formality design(s) requires signature of both Design Professional and Plans Examiner (not the same person). All other design(s) requires only one signature.

PLANS EXAMINATION – CONSTRUCTION DOCUMENTS PREPARED OR REVIEWED BY:

SIGNATURE(S)

DATE

- Construction Documents Prepared by Qualified/Registered Design Professional _____
 Qualified Plans Examiner Certifies Documents are Code Compliant _____
 Qualified Fire Protection Professional Certifies F/P Drawings are Code Compliant _____
 Meets Exceptions – As determined by the Code Official _____

(Refer to Construction Inspection Report WFS994182)

INSPECTION RECORDS

QUALIFIED INSPECTOR SIGNATURE

MEETS CODE*

N/A

DATE

FOUNDATION:

- Foundation / Auger Cast Piers / Piles _____
 Earthwork, Trench and Backfill _____
 Foundation Wall and Weatherproofing _____

CONSTRUCTION PHASE:

- Electrical (Underground) _____
 Plumbing / mechanical (Underground) _____
 Gas Piping (Underground) _____
 Fire Protection Systems _____
 Fire Alarm Systems _____
 Electrical Rough-In _____
 Plumbing Rough-In _____
 Gas Piping Rough-In _____
 Heating and Ventilation Rough-In _____
 Above Ceiling Inspections - ARCHITECTURAL _____
 Above Ceiling Inspections - MECHANICAL _____
 Above Ceiling Inspections - ELECTRICAL _____
 Special Inspections _____
 Roofing _____
 Framing _____
 Energy Conservation (Insulation, etc) _____
 Lath and Gypsum (Exterior / Interior) _____

TESTING:

- A/C/S – Testing _____
 Electrical – Testing _____
 Mechanical – Testing _____
 Plumbing – Testing _____
 Process Piping _____

SITE / INFRASTRUCTURE:

- Civil _____
 Electrical _____
 Mechanical _____
 Plumbing _____

FINAL:

- Electrical Fixtures / Trim Out _____
 Lightning Protection Systems _____
 Plumbing Fixtures _____
 Gas Piping _____
 Heating and Ventilation _____
 IFC Fire Protection System _____
 Accessibility / ADA / ABA _____

VERIFICATION

FINAL SIGNATURES (PRINT & SIGN NAME)

DATE

TEMPORARY CERTIFICATE OF OCCUPANCY IN LIEU OF FINAL INSPECTION, REQUIRES BUILDING OFFICIAL AUTHORIZATION _____

DESIGNED AND INSPECTED FOR COMPLIANCE WITH THE REQUIREMENTS OF THE CODE OF RECORD _____
(Project Lead / Project Associate Signature)

SECTION 3 Final Signatures Authorizes Occupancy of The Structure or Building.

SECTION 2 – Qualified Inspector to fill in

SECTION 3 - COO

Instructions for Sections 1-3 & Exception Request

Traveler document should be maintained in the control of either the Project Lead or Project Associate.

Upon completion of Final Signatures (Section 3), forward to the BFSD mailstop 0909 – Attn: SEDOC or email to sedoc@sandia.gov.

Note: The NM [Delivery Process to Meet Program Requirements for Building Code Compliance](#) document defines each sites qualification for designs, examinations and inspections. Enhanced qualifications are required for high rigor projects

SECTION 1 – Permit

This section fulfills the permitting requirements of IBC Section 105 - Permits and Section 106 – Construction Documents. In addition, this section determines the level of formality required for design and design review. High Formality projects require signature verification that the design was completed by a Qualified/Registered Design Professional and that the Code Compliance Plans Examination was formally conducted by a Qualified Plans Examiner. All other designs require only the signature of a Qualified/Registered Design Professional, unless specifically requested by the PL/PA as described below.

- 1. General Information**
 - a. Project Lead (PL)/Project Associate (PA) to fill in this portion once the SOW for the project has been agreed upon.
 - b. Total # of Pages Attached in this PKG: PL/PA to complete this field at the end of the project. Only include Code related documentation (Ex. Final Inspection Reports for each of the Inspections listed on the traveler, code related correspondence, Board of Appeals code interpretation rulings, etc.)
- 2. High Formality Criteria or Activities Affecting**
 - a. PL/PA to check all applicable high rigor items impacted by the project.
- 3. Exceptions**
 - a. Optional Project Lead Requested – When this check box is selected, the PL/PA is requesting that a design follow the High Formality process. The PL/PA may select this box if the SOW of the project is very complex or the project may have significant impact on a mission critical facility.
 - b. Meets Exception – PL/PA may request an exception from the BFSD Code Official or the NM Site Fire Marshal or their delegate for a project where justification pertaining to code risk and safety may be deemed minimal by the BFSD Code Official– The Code Official shall fill out and sign the Code Exception Request below.
- 4. Plans Examination – Construction Documents Prepared or Reviewed By**
 - a. [Construction Documents Prepared by Qualified/Registered Design Professional](#) – This signature can either be the A/E Project Manager for multi-discipline projects or the qualified design professional for a single discipline project.
 - b. [Qualified Plans Examiner Certifies Documents are Code Compliant](#) - Must be signed by someone other than the Qualified/Registered Design Professional above. Signee must be directly involved with the project plans examination.
 - c. [Qualified Fire Protection Professional Certifies F/P Drawings are Code Compliant](#) – Required for all projects requiring Fire Protection Shop Drawing approval. A SNL Fire Protection engineer shall be the responsible in charge.

SECTION 2 – Inspections

This section fulfills the inspection requirements of IBC Section 110 - Inspections of the IBC 2009.

Hold Points for inspections are explained in both the Hold Point process and SNL Standard Specification 01453. The inspections listed under FOUNDATION and CONSTRUCTION PHASE are related to Hold Points. The signature for each inspection related item shall be signed only when this portion of work is completely finished. The inspector shall keep individual inspections records until final completion.

SECTION 3 – COO

This section fulfills the Certificate of Occupancy (COO) requirements of the IBC administrative section for the current edition year in use. If Temporary occupancy is required prior to completion of life safety systems being functional, then the PL/PA may request from the Code Officer a Temporary Certificate of Occupancy. Temporary Occupancy may commence only after the Building Officer signs off on the Traveler. Certificate of Occupancy shall only be granted by the PL/PA signature once all code and life safety systems are complete. BFSD will assign COO # upon receipt of the completed Code Compliance Traveler and applicable parties will be notified via e-mail

EXCEPTION REQUEST: (To be completed by Building Official)

<u>Description of Exception Request</u>	<u>Accepted/Rejected & Related References</u>	<u>Building Officer Signature & Date</u>