Steps in the Building Permit Occupancy Permit Process
Building Permit
• Project is **$50,000 or more** and includes work involving or similar to construction that is performed with respect any facility including but not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.

• Project is **less than $50,000** but involves any of the following:
  • a change or increase in the size, type, or extent of an existing facility;
  • cutting away of any wall, partition, or portion thereof;
  • cutting or removal of a structural beam or load-bearing support;
  • removal of, or change in a required means of egress;
  • rearrangement of parts affecting exit requirements;
  • addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping;
  • electrical wiring;
  • mechanical;
  • other required building system.
Step #1:

- Architect develops construction documents with affixed seal and signature per School Board request.
- School board gives approval, prepares and submits two copies of the following to the Regional Superintendent:
  - 36-10 Application for Building Permit
  - all signed and sealed plans and specification
  - 36-11 Plan Review Statement
  - 35-66 Application for Variance (if applicable)
  - 36-35 Confirmation of Plan Review Records
Step #2:

- The Regional Superintendent (or designee) issues a Building Permit and returns one set of the plans and specifications, with the Regional Superintendent’s Approval in Writing affixed.
  - The BUILDING PERMIT, and the approved plans and specifications should be kept at the site of work to serve as a basis for all subsequent inspections.
Occupancy Permit
Step #1:

School Board wishes to occupy a facility after work has been completed.

Architect prepares and the school board submits the following to the Regional Superintendent:

- 36-15 Application for Occupancy/Completion
- 36-36 Inspection Statements
- 36-37 Confirmation of Called Inspection Records

Larger projects may require progress monitoring or multiple filings of this form

- 36-12 Temporary Facility Report (if applicable)
Step #2:

After the application and all required forms are received, the Regional Superintendent will issue one of the following:

- Certificate of Occupancy
- Certificate of Partial Occupancy
- Certificate of Occupancy – Vehicular Facility
- Certificate of Occupancy – Temporary Facility