Purpose

All work performed by Facility Management (FM) staff must be performed in accordance with applicable laws, regulations, and statutes. FM is required to make application to the Building Code Division (BCD) and obtain the required permit before work begins in many circumstances. The purpose of this SOP is to provide guidance for FM personnel on when they must apply for a permit prior to work commencing.

Impacted Groups

FM (U Construction, Districts, Energy Management), BCD, and FM External Contractors.

Note: Permits for high pressure steam work and elevator equipment do not follow this process as there is a separate process.

Definitions

New Work – Not previously existing
Changes or Modification – Different in any way, shape or form that what is currently in place
Repair – Replacement of parts, equipment or system components and adjustments or calibration of equipment or system components
Preventive Maintenance/Inspection/Testing – Work performed to maintain/inspect/test equipment and extend its useful life
Service Work – furniture, fixtures, paint, carpeting, work performed on a piece of equipment
Laboratory – Per the University CPPM design standards division 13

Individual Permits

In accordance with building codes, permits are required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or install, enlarge, alter, repair, remove, convert, or replace any gas, process piping, mechanical, electrical, conduit, duct bank, sewer, water, plumbing system, fire system or other equipment or utility system, which is regulated by the code(s).

There are exceptions to individual permits requirements allowed by the code that are open to interpretation (see MN Statue 1300.0120 Subpart 4). In an effort to standardize when to apply for an individual permit, BCD and FM leaders agreed on the following:
Permits are required for any work that:

- Is new (not previously existing)
- Makes changes or modifications to existing buildings, building systems, or equipment
- Makes changes to the physical characteristics of a component or modifications to what is existing
- Has been determined there is an associated risk requiring inspection
- Code specific or statutory

Examples of individual permits (this list is in no way all-inclusive):

- New Work: asset/item did not previously exist. Includes things like doors, window, outlet, light, toilet, drinking fountain, shower, supply fan, elevator, valve, building, etc.
- Repair/replacement work that will be concealed within the building construction
- Outside contractor/vendor performing work that requires permit under the code (not applicable to routine PM/Inspection/Testing work performed by vendor)
- Any and all repair work done in lab to include the infrastructure serving the lab
- Work done on equipment/system in a dormitory sleeping room or common areas
- Work required under a Project Number
- Work done in any state licensed facility (medical, daycare, etc)
- Commissioning or Recommissioning that changes the load on the system
- Remodels
- Installation/replacement of the backflow device in a potable line
- Installation of the parts that change the characteristics of the system (or asset) as a result (electrical load change, volume [air/water] change, moving a sprinkler head, install a breaker, etc).
- Work requiring design or engineered plans

Exceptions:

Preventive Maintenance (PM), repair work, or service work on or to existing buildings or system components may be exempt from individual permit requirements if the repairs/alterations meet the following conditions:

- Consistent with a previously approved installation
- The work is NOT concealed within the construction of the building
- The work is like materials/like elements with no change in the part characteristics
- The alteration does not change the load on the systems
- The alteration does not change any part of the building access or exiting systems.

In general, if the employee is questioning whether the work they are performing requires an individual permit or not, partner with your manager/supervisor who will contact BCD.