



Pre-Construction Checklist

Utah State Board of Education 250
East 500 South, PO Box 144200S
Salt Lake City, UT 84114-4200

For Local Education Agencies ("LEA"), which includes both school districts and charter schools, to avoid loss of funding, all requirements below must be both (a) complied with prior to construction commencing, and (b) reported to the Utah State Board of Education (USBE) for all applicable projects, consistent with:

- (1) [Utah Code 53E-3-7 School Construction \("Code 53E-3-7"\)](#) and [Title 15A State Construction and Fire Codes Act \("Fire Code 15A"\)](#);
- (2) [Utah Administrative Rule R277-471. School Construction Oversight, Inspections, Training and Reporting; \("Rule R277-471"\)](#) and [Rule R156-56. Building Inspector and Factory Built Housing Licensing Act \("Rule R156-56"\)](#); approved plans as outlined in the [2018 International Building Code Chapter 1, \("2018 IBC"\)](#) and;
- (3) the [School Construction Resource Manual \("Resource Manual"\)](#), always using the most current forms for reporting found on the [USBE website - Forms and Applications \("Forms"\)](#).

The USBE project number will be issued **ONLY** upon submittal of **ALL** applicable items listed below to school.construction@schools.utah.gov. The approximate time to receive a project number is two weeks from date **ALL** items listed below have been submitted and appropriately satisfied, unless otherwise specifically communicated. Any questions, contact (801) 538-7939.

NOTE: Where projects would be exempt from USBE reporting, this does not eliminate the need to obtain all required inspections and reviews. For questions regarding projects that are required to be reported and those exempt from reporting, please refer to respective documents at [Forms](#).

Submission date:

District (as applicable):

School Name:

Project Description:

**School District Building Official (SDBO) or Charter School Board Building Officer (CSBBO)
name and contact information:**

Name:

Email:

I. **Submit the following items along with this completed checklist to USBE:**

NOTE: Items a, b, and c ARE REQUIRED FOR ALL projects. By submitting this document, you are confirming the items below (as applicable to this project) will be submitted along with this Checklist.

- a. The appropriate **SP-4** (Preliminary Information on Proposed School Facilities Construction), in accordance with [Code 53E-3-706](#) and [Rule R277-471](#), as applicable.
SP-4 Included with Checklist
- b. The appropriate **SP-5** (Right Sizing of Educational Facilities Form), in accordance with [Code 53E-3-706](#) and [Rule R277-471](#), as applicable.
SP-5 Included with Checklist
- c. **Construction documents** (plans, specifications, COMCheck, etc.), in accordance with [Code 53E-3-706](#) and [2018 IBC Chapter 1](#), may be mailed or delivered on a USB/thumb drive or CD to the following address. Documents may also be sent through Google Drive.

Utah State Board of Education
PO Box 144200
Salt Lake City, UT 84114-4200
Attn: School Construction

Note: due to file sizes, we
CANNOT accept emailed
construction documents

Construction Documents Submitted to USBE

NOTE: Items (d) through (l) should be submitted, as applicable, based on the project. Check the corresponding box for each item below as applicable: "Submitted to USBE" or "Not Applicable".

- d. A copy of the **building plan review** completed by an International Code Council (ICC) certified commercial building plans examiner authorized to perform work in Utah. This review must include the reviewer's name, signature, date of review, certification/license number, and all responses to the review, through to final approval, in accordance with [Code 53E-3-706](#); [Rule R277-471.5](#); and [2018 IBC 104.2](#) and [107.3](#).
Submitted to USBE Not Applicable
- e. A copy of the **energy code plan review**, when applicable (see [Resource Manual](#)), completed by an ICC-certified commercial International Energy Conservation Code ("IECC") plans examiner authorized to perform work in Utah. This review must include the reviewer's name, signature, date of review, certification/license number, and all responses to the review, through to final approval, in accordance with [Code 53E-3-706](#); [Rule R277-471.5](#); [2018 IBC 101.4.6](#) and [104.2](#); and [2018 IECC C103.3](#).

Note: While COMCheck can be used as a tool to perform an energy review, this does not satisfy the State requirement for the energy plan review identified above.

Submitted to USBE

Not Applicable

- f. A copy of the **structural peer review**, when applicable, completed by an independent structural engineer (registered design professional) currently licensed in Utah. *This review must include* the reviewer's name, date of review, certification/license number, and all responses to the review, through final approval, in accordance with [Code 53E-3-706](#). See [Resource Manual](#) for additional information.

Submitted to USBE

Not Applicable

- g. A copy of the **health department plan review**, when applicable, completed by the health department having jurisdiction, for projects containing new or expanded facilities and remodeled or renovated school kitchen facilities. *This review must include* the health department official's name, signature, date of review, and all responses to the review, through final approval, in accordance with [Code 26-15-2](#); [Rule R392-200](#); and [Rule R277-471-6\(C\)](#).

Submitted to USBE

Not Applicable

- h. A copy of the plan review from the **State Fire Marshal Office** that *includes* the official's name, signature, date of review, license number, and all responses to the review, through final approval, in accordance with [Code 53E-3-706](#); [Code 53-7-103](#); [Rule R277-471-6](#); and [Rule R710-4](#).

Submitted to USBE

Not Applicable

- i. Evidence illustrating the **LEA has notified and received confirmation** from the local municipality or county of the LEA's intent to acquire or construct a facility consistent with [Code 10-9a-305](#) for municipalities and [Code 17-27a-305](#) for counties; and [Code 53E-3-710](#) and [Rule R277-471-6](#). This evidence should include:

- a. communication from the local municipality or county indicating the LEA has conformed to any applicable land use ordinance, including obtaining a conditional use permit, as applicable;
- b. communication from the local municipality or county indicating the building department has been notified about the LEA's intent to construct.

Submitted to USBE

Not Applicable

- j. Evidence illustrating the **LEA has notified and received confirmation** from the local utility corporations of the LEA's intent to acquire or construct a facility. This would include submitting corrections to modify construction documents and changes as approved by the jurisdiction/corporation, in accordance with [Code 54-2-1](#); [Code 53E-3-710](#); and [Rule R277-471](#). This evidence should include communication correspondence, approval notice, an order to provide service(s), and/or confirmation that a new account has been established.

Note: if one or more services is provided or maintained by a single corporation, the evidence illustrated must indicate each service.

- a. Electrical corporation;
- b. Gas corporation; and
- c. Telephone corporation.

Submitted to USBE

Not Applicable

- k. Evidence of **design flood elevations and floodway data**, as applicable, compiled as outlined in [Code 53E-3-710](#); [Code 19-5 Water Quality Act](#); [Rule R317-8-3](#); [2018 IBC 107.2.6](#) and [2018 IBC 1612.3](#); and [33 U.S.C. - Summary of the Clean Water Act](#).

Submitted to USBE

Not Applicable

If applicable, include a copy of your **Storm Water Permit** with this application. See [Code 19-5](#); [Utah Dept of Environmental Quality/FAQ](#); and [Utah Dept of Environmental Quality/Water](#).

Submitted to USBE

Not Applicable

- l. Evidence illustrating the **LEA has**:

- a. notified the Utah Department of Transportation (UDOT) of the intent to construct a facility by notifying robertmiles@utah.gov and gblackwelder@utah.gov ([Code 53E-3-710](#)).

Submit a copy of the UDOT correspondence to USBE as verification.

Submitted to USBE

Not Applicable;

- b. completed the [Safe Routes to School \(SRTS\) Program](#) application for the facility, as outlined in [Code 53E-3-710](#) and [Code 53G-4-402](#). For questions on the SRTS program contact Travis P. Evans, Active Transportation Safety Program Manager at travispevans@utah.gov.

Submitted to USBE

Not Applicable

II. **VERIFICATION: As the designated School District Building Official (SDBO)/Charter School Board Building Officer (CDBBO), I have complied with or will ensure those involved with this project will comply with the following:**

- a. [Utah Code 53E-3-7 - School Construction](#);
- b. [Administrative Rule R277-471. School Construction Oversight, Inspections, Training and Reporting.](#);
- c. [USB E School Construction Resource Manual](#);
- d. [Administrative Rule R392-200. Design, Construction, Operation, Sanitation, and Safety of Schools.](#);
- e. The most restrictive and/or specific among the [2010 ADA Standards for Accessible Design](#); [2018 International Building Code](#); and [ANSI A117.1 \(2009\) Accessible and Usable Building and Facilities](#), relative to accessibility, ensuring that any remodels renovations, etc., rectify deficiencies outlined in the facility's ADA Transition Plans;
- f. Change in Occupancy: [2018 International Existing Building Code \(IEBC\)](#), and/or [2018 International Building Code \(IBC\)](#), which applies to the repair, alteration, change in occupancy, addition and/or relocation of existing facilities (for example: a former business or retail space converted to a public school), in accordance with [2018 IBC 102 and 105](#);

"A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy

shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction” ([2018 IBC 111.1](#));

or, this item does not apply because the project is an entirely new or existing construction type Educational Group “E” ([2018 IBC 305](#)).

- g. The most restrictive and/or most specific requirements among all applicable federal, state or local building codes, laws, rules and regulations (including amendments to the building codes) in accordance with [Fire Codes 15A](#), [Rule R156-56](#), and [2018 IBC 102 and 105](#).
- h. [Utah Code 63 G-12 Utah Immigration Accountability and Enforcement Act](#) and federal requirements for verification of U.S. citizenship for those with whom the LEA contracts directly (for example: a contract between the architect and the LEA; between the contractor and the LEA; etc.).
- i. The [System for Award Management \(SAM\)](#) for any projects in which federal funds are used and the [Federal Acquisition Regulation \(FAR\)](#).

III. VERIFICATION: As the designated School District Building Official (SDBO)/Charter School Board Building Officer (CDBBO), I verify the following:

- a. To the best of my knowledge, all information provided on this form is accurate and complete, as required.
- b. This document is the approved and most current document and was obtained from the USBE [Forms](#) page.
- c. Compliance has been met with all applicable procurement Codes, Rules and Guidelines.

For any item(s) listed above that have not been complied with or provided, please indicate the reason(s) below:

SDBO/CSBBO Name:

SDBO/CSBBO Signature: