



Pre-Construction Checklist

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

(SIMPLIFIED VERSION TO BE USED ONLY IN CONJUNCTION WITH SP-4a)

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 and c are required for ALL projects. Items b, d, g, h, and k should be submitted if applicable to this project. 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 Not Applicable

- c. **Construction documents** (plans, specifications, COMCheck, etc.), in accordance with [Code 53E-3-706](#) and the [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

- 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

- 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

- k. Evidence of **design flood elevations and floodway data**, as applicable, compiled as outlined in [Code 53E-3-710](#); [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

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. [USBE 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 Awards 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 Printed name:

SDBO/CSBBO Signature: