 Design and Construction Services

Draft

**Policy and Procedure**

Policy Title:

**Authorities Having Jurisdiction**

**and Construction Inspections** Policy Number: 100-004 Issue Date: 10-4-2013

Revision Date:

**Policy Statement:**

*As discussed, this should direct the responsibility to uphold the P&P to the PM in the policy statement…*

Construction Projects, or certain components or systems therein, shall be designed, constructed, inspected, and approved for use or occupancy by the appropriate Authority Having Jurisdiction (AHJ)

**Procedure:**

*The University as an Autonomous Constitutional Entity*

Wayne State University is a constitutionally autonomous entity established under the Constitution of the State of Michigan, 1963; Article VIII Section 5.

All construction projects are under the University’s authority and jurisdiction unless otherwise required.

*State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Fire Services (BFS)*

While WSU operates as an independent entity for many construction and safety matters, the State retains fire safety responsibility for dormitory and classroom buildings. Construction projects within either of these two building occupancies shall be developed in accordance with the specific administrative rules promulgated by the BFS. When so required, plans shall be developed and submitted by a registered design professional licensed to work in the State of Michigan; and periodic inspections and final occupancy certification shall be provided by the BFS.

*State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Construction Codes (BCC)*

University projects which fall under the jurisdiction of the BFS, shall include permitting and inspections of boiler, electrical, mechanical and plumbing installations from the BCC as noted on the BFS Plan Review Report. Permits shall be obtained by the Contractors engaged in the work.

Work performed in any University owned building that is procured and managed by a Tenant of the University shall be permitted and inspected by the Bureau of Construction Codes. Specific requirements for this category of construction can be found in the WSU Policy, Construction by Tenants in University Owned Buildings issued by the Facilities Planning and Management Division, Design and Construction Services Department.

*Wayne State University Office of Risk Management (ORM)*

When construction projects are not under the purview of the BFS, the Wayne State University Office of Risk Management shall provide fire and life safety review and inspections, as well as the final occupancy certification.

The ORM shall be included planning meetings early in the design and in all construction plan review activities and shall be equally engaged in project related BFS activities, including inspections. Planners and\or project managers should open a discussion with Risk Management and the design professional to understand requirements and approach to be toward the code related issues.

*City of Detroit, Buildings, Safety Engineering and Environmental Department (BSE&ED); Elevator Unit*

Within the geography of the City of Detroit, the State of Michigan has delegated the operational licensing and enforcement of elevators, escalators and certain other lifts, to the City of Detroit. WSU projects involving regulated lifting devices shall be reviewed, inspected and approved by the Elevator Unit of the BSE&ED.

*If this is to include all permits, what about easements (for utilities), new curb cuts, emission permits, with the City of Detroit or State of Michigan?*

*Project Designers*

Project designers, whether University employees, consultants, or contractors, shall identify the appropriate AHJ and submit project design information for plan review and permitting of the work. *Do you want to note costs by WSU.*

*Permits, Inspection Reports, Certifications of Use or Occupancy*

In accordance with departmental practices, all documentation regarding design review approval, permit applications, inspection reports, related invoices, and certifications of use or occupancy from any AHJ shall be copied, scanned, or otherwise incorporated into the project’s active construction file and subsequently the archived file.

The WSU Design and Construction Services Department Planner and Project Manager team are responsibility for the adherence to all AHJ and inspection processes and the retention of related documentation.