

# REVISION RECORD FOR THE STATE OF CALIFORNIA

## ERRATA

January 1, 2017

### 2016 Title 24, Part 1, California Administrative Code

#### General Information:

1. The date of these errata is for identification purposes only. See the History Note Appendix at the end of the code.
2. These errata are issued by the California Building Standards Commission in order to correct nonsubstantive printing errors or omissions in California Code of Regulations, Title 24, Part 1, of the 2016 *California Administrative Code*. Instructions are provided below.
3. Health and Safety Code Section 18938.5 establishes that only building standards in effect at the time of the application for a building permit may be applied to the project plans and construction. This rule applies to both adoptions of building standards for Title 24 by the California Building Standards Commission and local adoptions and ordinances imposing building standards. An erratum to Title 24 is a nonregulatory correction because of a printing error or omission that does not differ substantively from the official adoption by the California Building Standards Commission. Accordingly, the corrected code text provided by this erratum may be applied on and after the stated effective date.
4. You may wish to retain the superseded material with this revision record so that the prior wording of any section can be easily ascertained.

#### Remove Existing Pages

1 and 2  
17 and 18  
43 and 44  
57 through 62  
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#### Insert Buff Colored Pages

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# CHAPTER 1

## ADMINISTRATIVE REGULATIONS OF THE CALIFORNIA BUILDING STANDARDS COMMISSION

### ARTICLE 1 GENERAL

**1-101. Abbreviations.** The following abbreviations shall apply to Title 24, California Code of Regulations. Abbreviations may also be provided in each of the other 12 parts of Title 24. If an abbreviation in this section conflicts with an abbreviation within another part of Title 24, the abbreviation reference in the other part shall prevail within that part.

**Note:** For information regarding the code provisions adopted for a state agency and the application of such code provisions, see the agency administrative chapters in the appropriate parts of Title 24, *California Code of Regulations*.

AGR	Department of Food and Agriculture
BSC	Identifies code provisions by the Building Standards Commission
BSC-CG	Identifies the California Green Building Standards Code (CALGreen) provisions by BSC
BSCC	Identifies code provisions by the Board of State and Community Corrections
CA	Department of Consumer Affairs
CALGreen	California Green Building Standards Code (CALGreen), Part 11 of Title 24
CBC	<i>California Building Code</i> (Part 2 of Title 24)
CCR	California Code of Regulations
CEBC	<i>California Existing Building Code</i> (Part 10 of Title 24)
CEC	<i>California Electrical Code</i> (Part 3 of Title 24)
CEC	<i>California Energy Code</i> (Part 6 of Title 24)
CEC	<i>California Energy Commission</i>
CHBC	<i>California Historical Building Code</i> (Part 8 of Title 24)
CMC	<i>California Mechanical Code</i> (Part 4 of Title 24)
CPC	<i>California Plumbing Code</i> (Part 5 of Title 24)
CRC	<i>California Residential Code</i> (Part 2.5 of Title 24)
CRSC	<i>California Referenced Standards Code</i> (Part 12 of Title 24)
DPH	Identifies code provisions by the Department of Public Health
DWR	Identifies code provisions by the Department of Water Resources

DSA	Division of the State Architect, a division within the Department of General Services
DSA-SS	Identifies code provisions by the Division of the State Architect-Structural Safety
DSA-SS/CC	Identifies provisions by the Division of the State Architect-Structural Safety, applicable to Community Colleges as specified
DSA-AC	Identifies code provisions by the Division of the State Architect-Access Compliance
DOE	Department of Education
DOT	Department of Transportation
HCD	Housing and Community Development
HCD 1	Identifies code provisions by HCD
HCD 2	Identifies code provisions by HCD
HCD 1AC	Identifies Housing Accessibility code provisions by HCD
IBC	<i>International Building Code</i> ®
IFC	<i>International Fire Code</i> ®
IEBC	<i>International Existing Building Code</i> ®
IRC	<i>International Residential Code</i> ®
NEC	<i>National Electrical Code</i> ®
NFPA	National Fire Protection Association
OHP	Office of Historical Preservation
OSHPD	Office of Statewide Health Planning and Development
OSHPD 1	Identifies code provisions by OSHPD
OSHPD 2	Identifies code provisions by OSHPD
OSHPD 3	Identifies code provisions by OSHPD
OSHPD 4	Identifies code provisions by OSHPD
SFM	Identifies code provisions by the Office of the State Fire Marshal
SHSB	Identifies code provisions by State Historical Building Safety Board
SL	Identifies code provisions by the State Library
SLC	Identifies code provisions by the State Lands Commission
UBC™	<i>Uniform Building Code</i> ; the UBC is no longer published or adopted in the current edition of Title 24

UBC STDS *Uniform Building Code Standards*; the UBC STDS is no longer published, but relevant standards are referenced in the CEBC

UFC *Uniform Fire Code*; the UFC is no longer published or adopted in the current edition of Title 24

UHC *Uniform Housing Code*; adopted by HCD in Chapter 1 of Title 25

UMC *Uniform Mechanical Code*®

UPC *Uniform Plumbing Code*®

**Authority:** Government Code Section 11000, and Health and Safety Code Section 18931 (f) and 18940.5.

**Reference:** Government Code Section 11000, and Health and Safety Code Section 18931 (d) and 18940.5.

**1-103. Definitions.** The following definitions shall apply to this Chapter 1, of Part 1, of Title 24, California Code of Regulations. Definitions may also be provided in each of the other 12 parts of Title 24. If a definition in this section conflicts with a definition within another part of Title 24, the definition reference in the other part shall prevail within that part.

**ADOPTING AGENCY (or state adopting agency).** An agency of state government with authority in law to develop and adopt building standards for approval and publication in Title 24, California Code of Regulations, by the Commission. An adopting agency has authority to conduct public hearings aside from the public hearings conducted by the Commission. See Proposing Agency.

**APPEAL.** An appeal to the Commission, as provided and limited by Health and Safety Code Sections 18945 through 19849, by any person adversely affected by the application of an existing building standard or administrative regulation in Title 24, by a state agency or local agency. See Petition.

**BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND (the Fund).** The Fund established in the State Treasury to receive funds submitted by the Commission pursuant to the provisions of Health and Safety Code Section 18931.6 and Article 5.

**CALGreen.** The California Green Building Standards in Part 11 of Title 24, California Code of Regulations.

**CHALLENGE.** A public comment received during a comment period and directed at a proposed change or a code advisory committee recommendation or the procedures followed by the Commission in proposing or adopting the action.

**CODE ADVISORY COMMITTEE.** An advisory panel or body appointed to advise the Commission with respect to building standards as authorized by Health and Safety Code Section 18927.

**CODE CHANGE.** A proposed change to, or addition of, a building standard as defined by Health and Safety Code Section 18909, or administrative regulation of Title 24.

**CODE CHANGE SUBMITTAL.** A proposed code change for Title 24 and its justification submitted to the Commission by a proposing agency.

**COMMISSION.** The California Building Standards Commission established under Health and Safety Code, Division 13, Part 2.5, commencing with Section 18901.

**DEPARTMENT.** The Department of Housing and Community Development.

**ENFORCING AGENCY (or Enforcement Agency).** An agency, board, commission, department, division, office or individual assigned by law or ordinance as being responsible for the enforcement of building standards.

**EXECUTIVE DIRECTOR.** The Chief Executive appointed by the California Building Standards Commission pursuant to Health and Safety Code Section 18925, to carry out the duties assigned by the California Building Standards Commission as designated in Health and Safety Code, Division 13, Part 2.5, commencing with Section 18901.

**FEES, APPROPRIATE FRACTIONS THEREOF.** Fee increments for permit values less than \$100,000 as described in Article 5, Section I-505.

**JUSTIFICATION.** An initial statement of reasons and the information needed to complete a notice of proposed action, including a determination as to the effect of the code change on housing costs.

**OFFICE.** The Office of the State Fire Marshal.

**PETITION.** A written submittal to the Commission by any person for the purpose of proposing a new building standard or administrative regulation in Title 24, or the amendment or repeal of an existing building standard or administrative regulation in Title 24.

**PROPOSING AGENCY (or state proposing agency).** A state agency having authority and responsibility to propose a building standard for adoption by the Commission and publication in Title 24, California Code of Regulations. A proposing agency does not have authority to conduct public hearings for the adoption of building standards. See Adopting Agency.

**PUBLIC UTILITY.** The California Public Utilities Commission (PUC); or which would otherwise be regulated by the PUC but are exempted by municipal charter.

**SPECIAL CODE ADVISORY COMMITTEE.** An ad hoc committee established by the Commission, when necessary, to advise the Commission on a subject in the code needing extensive revision or on a complex subject which needs to be regulated or to perform a review of a proposed code change that warrants special technical review.

**TECHNICAL REVIEW.** A review of a proposed code change and its justification conducted pursuant to Health and Safety Code Section 18930 (c), (d), (e), (f) to ensure that a code change is justified in terms of nine-point criteria of Health and Safety Code Section 18930 (a).

**TITLE 24.** The 24th title within the California Code of Regulations. Title 24 is reserved for building standards and administrative regulations to implement building stan-

**1-509. Request for refund of fees.**

(a) When a city, county or city and county determine that excess fees were paid in error due to a miscalculation, a written request for refund may be filed with the California Building Standards Commission, 2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833. The request for refund shall be submitted with all of the following:

1. A detailed summary describing the circumstances surrounding the miscalculation that occurred regarding the incorrect submission of fees;
2. Documentation that demonstrates how the amount error occurred, and showing the correct amount;
3. Written certification that the refund amount is accurate and true.

(b) Receipt of a request for refund of fees shall be acknowledged by the California Building Standards Commission in writing within 45 days of receipt. The acknowledgement shall include whether additional supporting documentation is required in order to verify the refund amount.

(c) Should a city, county, or city and county be delinquent in any past quarterly fee submissions, the past due quarterly fee reports and respective payments shall be made current prior to resolution regarding a refund.

**HISTORY NOTE APPENDIX FOR CHAPTER 1**  
**Administrative Regulations for the**  
**California Building Standards Commission**  
**(Title 24, Part 1, California Code of Regulations)**

The format of the history notes has been changed to be consistent with the other parts of the *California Building Standards Code*. The history notes for prior changes remain within the text of this code.

1. (BSC 03/10) Repeal, amend and reformat Chapter 1 of the 2010 California Administrative Code, CCR Title 24, Part 1, effective on August 28, 2011.
2. (BSC 05/10) Add new Section 1-105 to Article 1 Use of Commission Indicia, effective on November 20, 2011.
3. (BSC 02/12) Amend Chapter 1, Article 1, Section 1-101, 1-105, Article 2, Section 1-201, 1-207, 1-209, 1-211, Article 4, Section 1-411, 1-421, Article 5, Section 1-503. Approved by the California Building Standards Commission on January 23, 2013, filed with the Secretary of State on January 28, 2013, and effective 30 days after filing with Secretary of State.
4. Errata to correct editorial errors within the preface and Chapter 1 of this code. Effective January 1, 2014.
5. (BSC 01/13) 2013 Intervening Cycle Supplement. Amendments and corrections to Article 1, Sections 1-101, 1-105; Article 2, Sections 1-203, 1-209, 1-211; Article 3, Section 1-307; Article 4, Sections 1-407, 1-413, 1-415, 1-419, 1-421; Article 5, Sections 1-503, 1-505, 1-507. Approved by the California Building Standards Commission on July 22, 2014, filed with the Secretary of State on July 30, 2014 effective August 30, 2014.
6. (BSC 01/15) Amend Chapter 1, Article 1, Section 1-101, 1-103, Article 2, 1-205, 1-207, 1-209, Article 4, 1-404, Article 5, 1-509. Approved by the California Building Standards Commission on December 16, 2015, filed with the Secretary of State on December 21, 2015, and effective 30 days after filing with Secretary of State.
7. Errata to correct editorial errors within the preface as well as throughout various chapters in this code. Effective January 1, 2017.

**RETROFIT** is the construction of any new element or system, or the alteration of any existing element or system required for the rehabilitation of the building.

**SCHOOL BOARD** shall mean and include district Boards of Trustees, city or county Boards of Education and other appropriate authorities for which any school building used or designed to be used for elementary or secondary school or community college purposes is to be constructed, reconstructed, altered or added to by the state, or by any county, city, city and county, or other political subdivision, or by any school or community college district of any kind or character within the state, or by the United States government, or any agency thereof.

**SCHOOL BUILDING** as defined in Sections 17283 and 81130.5 of the act is interpreted to include all structure and utility systems or facilities necessary to the complete functioning of the structures, used or designed to be used for instructional purposes, or intended to be entered by pupils or teachers for school purposes, or structures operated as school units, the failure of which would endanger pupils or teachers on school grounds or in school buildings. (See Section 4-310 for teacher residences.) “School Building” is also defined to include dwellings, including utility systems or facilities necessary to the complete functioning of the dwellings, used by pupils, teachers and school employees that are part of a campus where the primary use is for school purposes.

The following are not considered to be school buildings but may be submitted separately or may be included in the plans and specifications for a school building project and will be checked under the provisions of the Act if submitted by the school district: one-story buildings not over 250 square feet in area when used exclusively as accessory facilities to athletic fields (equipment storage, toilets, snack bars, ticket booths, etc.); greenhouses, barns and materials or equipment storage sheds, used exclusively for plant or animal production or protection and not used for classroom instruction (small groups of pupils and teachers may enter these structures for short periods of time); lighting poles less than 35 feet above the grade, antenna towers less than 35 feet above the grade; retaining walls less than 4 feet above the top of foundations and not supporting a surcharge, concrete or masonry fences less than 6 feet above adjacent grade, ballwalls or yard walls less than 6 feet above adjacent grade; signs, scoreboards or solid-clad fences less than 8 feet above adjacent grade; bleachers and grandstands five rows of seats or less above grade; playground equipment; flagpoles less than 35 feet above grade; open-mesh fences and baseball backstops and temporary-use community college buildings as defined below. For work described in this paragraph that is not submitted to DSA for approval under the Act, the school board assumes responsibility for employing appropriately licensed architects or registered engineers to prepare the plans and specifications and for adequate inspection of the materials and work of construction to ensure compliance with the provisions of Parts 2, 3, 4, 5, 6, 9, 10, 11 and 12, Title 24, C.C.R., as adopted by the Building Standards Commission.

Buildings and other structures constructed by students that upon completion of construction will not be used for school

purposes and will not be entered by pupils or teachers are not considered school buildings and shall not be checked under the provisions of the Act. These student-constructed buildings shall not remain at the school site more than 90 days following completion, unless the building meets all the requirements of Section 4-310.

“School Building” in a complex operated by the state for correctional or forestry purposes shall include only those structures used or designed to be used for elementary or secondary school instruction or community college instruction. Living units, dining areas, administration buildings or structures used for support services in such correctional or forestry complexes shall not be considered school buildings for purposes of Field Act requirements.

**SCHOOL DISTRICT** as used in these regulations shall mean a Kindergarten through 12th grade school district of any kind or character within the state, a community college district of any kind or character within the state, a county office of education, elementary or secondary school operated by the United States government, or any agency thereof, and any elementary or secondary school administered directly by the State Department of Education.

**STRUCTURAL ENGINEER** as used in these regulations shall mean a professional engineer holding a valid certificate to use the title structural engineer under the law regulating the practice of civil engineering comprising Chapter 7 of Division 3 of the Business and Professions Code, relating to professional engineers.

**TEACHERS** as used in these regulations shall mean persons who are performing a required activity or entering a building by virtue of being teachers employed by an elementary or secondary school district or a community college district.

**TEMPORARY-USE BUILDING COMMUNITY COLLEGE** is any community college building for which the intended use by the school district at the time of entering into a lease contract or agreement is not for more than three years from the date of first occupancy.

**TEMPORARY-USE BUILDING K-12** is any temporary school buildings, other than those for community colleges, used or designed to be used for school purposes following disasters such as earthquakes, fires and floods, unanticipated emergency classroom needs or during modernization projects, for which repairs are in progress. The use of such buildings is limited to a maximum of three years.

**WAIVER OF DURABILITY** refers to a waiver, as may be requested by the school district, of certain durability requirements of Part 2, Title 24 for foundations of relocatable buildings.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280, 17283, 17405, 81130, 81130.5 and 81529.

**HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-314, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

### ARTICLE 3 APPROVAL OF DRAWINGS AND SPECIFICATIONS

#### 4-315. Application for approval of drawings and specifications.

(a) **General.** Before awarding a contract or commencing with construction of a school building project, the school board shall submit an application to the Division of the State Architect and obtain written approval of the plans and specifications for any of the following:

1. The construction of any new school building, or rehabilitation of or addition to any existing school building. School building is defined in Section 4-314.
2. The reconstruction or alteration of an existing school building if the estimated cost exceeds \$25,000. (See Section 4-308 and 4-309.)
3. The lease or purchase of any relocatable building except where occupied as a temporary-use community college building.

**Exception:** The school board may award a contract and commence construction of a “relocatable building” for emergency housing in compliance with 4-302(b).

4. The rehabilitation of a nonschool building to use as a “school building.” (See Sections 4-306 and 4-307.)

It is not necessary to secure approval for maintenance work on school buildings, in accordance with Sections 4-308 and 4-309. See Section 4-314 for the definition of “maintenance.”

(b) **Filing.** A separate application shall be submitted to DSA for each school building or group of school buildings on each school site. The application shall be submitted on a form prescribed by DSA. The application shall contain a project name for the school building or group of buildings, the name of the architect or registered engineer in general responsible charge of the work, the names of the architects or registered engineers who have been delegated responsibility for portions of the work (see Section 4-316), the estimated cost of the project and all such other information as is requested thereon.

(c) **Delayed filing.** In case the plans and specifications for the reconstruction or alteration of any school building have not been submitted to DSA under the assumption that the cost will not exceed \$25,000, the school board shall, if the bids which are received indicate that the cost will be in excess of \$25,000, delay letting a contract until such time as the plans and specifications have been submitted and the approval by DSA obtained. The contract or contracts, when made, shall be based on the duly approved plans and specifications.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17295, 17297, 17302, 81133 and 81138.

#### HISTORY:

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-315, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

#### 4-316. Designation of responsibilities.

(a) **General responsible charge.** For every project there shall be an architect or structural engineer in general responsible charge of the preparation of the plans, specifications and observation of the work of construction.

**Exception:** Where the plans, specifications or work of construction for alterations or repairs do not involve architectural or structural changes, the said plans, specifications and observation of the work of construction may be under the responsible charge of a professional engineer qualified to perform services and registered in that branch of engineering applicable to the work.

A project may be divided into parts, provided that each part is clearly defined by a building or similar distinct unit. The part, so defined, shall include all portions and utility systems or facilities necessary to the complete functioning of that part.

(b) **Delegation of responsibility.** The architect or structural engineer in general responsible charge may delegate responsibility for any portion of the preparation of the plans, specifications and observation of the work of construction, or may employ or retain, other architects or registered engineers. No delegation to, or employment or retention of others shall be construed as relieving the architect or structural engineer in general responsible charge of his or her rights, duties and responsibilities under Sections 17302 and 81138 of the Education Code and Sections 4-336, 4-341 and 4-344 of these regulations.

Subject to the provisions of the immediately precedent sentence, the architect or structural engineer in general responsible charge may employ or retain, under his or her supervision, professional engineers registered in the applicable branches of engineering to design and observe the construction, including the making of verified reports (see Section 4-336).

(c) **Assumption of responsibility.** The architect or registered engineer who has been delegated responsibility becomes the “responsible design professional” for that delegated portion of the work. Any design professional delegated responsibility for any portion of the work shall perform the duties prescribed in Section 4-341(c). Any design professional delegated responsibility for any portion of the observation of construction shall perform the duties prescribed in Section 4-341(f).

When an architect or registered engineer accepts the responsibility for completion of a project or portion of a project started by another, that architect or registered engineer thereby assumes responsibility as follows:

1. If the change in responsibility occurs prior to the approval of the design documents, all responsibility shall be assumed. (See first paragraph of this subsection for procedure.)
2. If the change in responsibility occurs after the design drawings and specifications have been approved by DSA, the assuming architect or registered engineer shall be responsible for the construction of the project in accordance with the design of the previous architect or engineer. The assuming architect or registered engineer shall assume responsibility for the interpretation of



lations. No laboratory shall conduct any test or special inspections for which the laboratory is not qualified or approved by DSA to perform. The laboratory of record may subcontract tests/special inspections for which it is not approved to another LEA accepted laboratory possessing that approval.

5. **Equipment and tools.** A DSA accepted laboratory shall have adequate facilities, equipment, personnel expertise and technical references to permit the performance of testing and special inspections in compliance with applicable national standards and regulations. The laboratory shall possess and maintain all tools and equipment required to perform the specific tests and special inspections for which it is approved. Such tools and equipment shall be maintained and calibrated periodically in accordance with applicable nationally accepted standards.
6. **Documentation.** A laboratory shall maintain records of all tests and special inspections on a job-by-job basis for at least six (6) years, and shall make such records available to the school board, design professional in responsible charge, and DSA upon request. Such records shall include all laboratory test reports, special inspection reports, noted deficiencies and dates of resolution of such deficiencies, verified reports, photographs, and such other information as may be appropriate to establish the sufficiency of the testing/special inspection program.  

The laboratory's engineering manager shall review test and special inspection reports and progress reports for conformance of inspected work with the approved plans, specifications and workmanship provisions of the California Building Code (CBC) and referenced standards. Such supervision and control shall be evidenced by the engineering manager's signature and seal on the verified reports required by these regulations.
7. **Obligation to avoid conflict of interest.** Laboratories shall not engage in any activities that may conflict with their objective judgment and integrity, including but not limited to having a financial and/or other interest in the construction, installation, manufacture or maintenance of structures or components that they inspect, test, verify, or certify.
8. **Evaluations.** The qualifications and capabilities of testing laboratories statewide are subject to evaluation by DSA LEA program personnel. Evaluations occur upon application for initial acceptance, application for renewal, a change in responsible engineering manager, laboratory location, supervisory personnel, and company name and/or services. Evaluations may include but are not limited to a review of the application submittal, consultation with the engineering manager as well as an on-site examination/evaluation of the quality system, equipment, personnel and records.
9. **Audits.** The operations of a DSA accepted laboratory may be subject to audit by DSA. Audits may occur upon receipt of complaints or evidence of failure by the laboratory to meet the requirements of these regula-

tions. Audits may include but are not limited to the following: review of LEA program records, project specific records, on-site examination of equipment, and records of special inspection and testing services. An audit may result in a requirement that the laboratory be re-evaluated.

10. **Obligation to cooperate with inquiries.** All accepted laboratories shall cooperate in any investigation by DSA into the activities at any school project site or fabricating/manufacturing facility for which they have provided special inspection and/or testing services and shall provide prompt, accurate and complete responses to reasonable inquiries by DSA and other appropriate individuals or agencies.

(c) **Duration of LEA laboratory acceptance.** Acceptance will remain valid for a period of four years unless approval is withdrawn for failure to comply with the requirements of these regulations. Examples of such failure include, but are not limited to:

1. Making changes in engineering management, supervisory personnel, laboratory location, major equipment, or other key factors without prior notification to the DSA LEA program.
2. Failing to have the laboratory facility evaluated and accredited as outlined in Section 335(b)1, as applicable to services offered.
3. Reporting that materials and/or workmanship meet the requirements of DSA approved documents when they do not.
4. Failing to sample, handle and/or test materials as required by the approved documents, code and referenced standards.
5. Utilizing technicians or special inspectors that do not meet the qualification and/or certification requirements.
6. Failing to adequately supervise technicians and/or special inspectors.
7. Failing to comply with any of the other requirements of these regulations or the DSA approved documents for a project.

(d) **Fees for testing laboratory evaluation.** DSA may charge a fee to cover the costs of evaluating and re-evaluating the laboratory. DSA reserves the right to visit, audit and observe the laboratories.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17309 and 81141.

#### **4-336. Verified reports.**

(a) **General.** As the work of construction progresses, the architect or registered engineer in general responsible charge of observation of construction of the work, each architect or registered engineer delegated responsibility for a portion of observation of construction of the work, the project inspector, the geotechnical engineer, the laboratory of record, approved special inspectors contracting individually and directly with the school board, and the contractor shall each make and sign under penalty of perjury, a duly verified report to DSA and provide a copy of the same report to the project inspector.

The verified report shall be made upon a prescribed form or forms attesting that of his or her own personal knowledge the work during the period covered by the report has been performed and materials have been used and installed in every material respect in compliance with the duly approved plans and specifications, and setting forth such detailed statements of fact as shall be required.

The term “personal knowledge” as applied to an architect or registered engineer means the personal knowledge that is obtained from periodic visits of reasonable frequency to the project site for the purpose of general observation of the work, and that is obtained from the reporting of others on the progress of the work, testing of materials, inspection and superintendence of the work. The exercise of reasonable diligence to obtain the facts is required.

The term “personal knowledge” as applied to the project inspector means the actual personal knowledge that is obtained from the inspector’s personal continuous inspection of the work in all stages of its progress. For work performed away from the site, the project inspector may obtain personal knowledge from the reporting of testing or special inspection of materials and workmanship for compliance with approved plans, specifications and applicable standards. The exercise of reasonable diligence to obtain the facts is required.

The term “personal knowledge” as applied to a special inspector means the actual personal knowledge which is obtained from the inspector’s personal inspection of the work assigned. The verified report shall clearly describe the work assigned to each individual special inspector. The exercise of reasonable diligence to obtain the facts is required.

The term “personal knowledge” as applied to the contractor means the personal knowledge gained from constructing the building. The exercise of reasonable diligence to obtain the facts is required.

(b) **Verified report form.** Verified reports shall be made on specific forms prescribed by DSA.

(c) **Required filing.** Verified reports shall be made as follows:

1. By each contractor having a contract with the school board, at the completion of the contract.
2. By the architect, registered engineers and project inspector at the completion of the project.
3. By the architect, registered engineers, engineering manager of the laboratory of record, as required by Section 4-335(e), project inspector, and approved special inspectors contracting individually and directly with the school board, at the suspension of all work for a period of more than one month and at identified milestones of completed construction prescribed by DSA.
4. By the project inspector when any building included in the scope of the project is occupied or re-occupied.
5. By any of the following, whenever their services in connection with the project have been terminated for any reason: the architect or registered engineer in general responsible charge, engineering manager of the laboratory of record, project inspector, approved spe-

cial inspector contracting individually and directly with the school board, or the contractor.

6. By the responsible geotechnical engineer, as required by Section 4-333(a), upon completion of his or her duties.
7. By the engineering manager of the laboratory of record, as required by Section 4-335(e), at the completion of the testing program.
8. By the approved special inspector contracting individually and directly with the school board at the conclusion of work requiring special inspection.
9. By any party listed above at any time a verified report is requested by DSA.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17309 and 81141.

**HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-336, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

**4-337. Semimonthly reports.** In addition to the verified reports (Section 4-336) the project inspector shall make semimonthly reports of the progress of construction to the architect or registered engineer in general responsible charge and the structural engineer if delegated to observe the structural portion of the construction. A copy of each such report shall be sent to the school board and DSA, and a copy kept in the project inspector’s job file.

Semimonthly reports shall state the name of the building, the school and the school district, and give the file and application number. The reports shall include a list of official visitors to the project and whom they represent, a brief statement of the work done, instructions received from the architect or registered engineer during the period covered by the report and pertinent information regarding any unusual conditions or questions that may have arisen at the job. The semimonthly report shall include problems or noncomplying conditions which have occurred on the project and how they were resolved or brought into compliance. Failure to comply with this section, in a timely manner, may be cause for DSA to withdraw approval of the inspector.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280, 17309, 17310, 81130, 81141 and 81142.

**HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-337, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

**4-338. Addenda and construction changes.**

(a) **General.** Work shall be executed in accordance with the approved plans, addenda and construction change documents. Changes in the plans and specifications shall be made by addenda or construction change documents approved by DSA. [See Section 4-318(b).]

(b) **Addenda.** Changes of the approved plans or specifications made during the bidding phase and prior to letting a construction contract for the work involved shall be made by means of addenda. Addenda for changes to the structural, accessibility or fire-life safety portions of the project shall be submitted to and approved by DSA prior to commencement of the work shown thereon. Addenda shall refer to the portions of the approved plans and specifications being changed, clearly describe the work to be accomplished, and, where necessary, shall be accompanied by supplementary drawings, technical data and calculations. Addenda shall be numbered sequentially for easy reference. All addenda shall be stamped and signed by the architect or registered engineer in general responsible charge.

If required by DSA, all other addenda shall be submitted to the DSA for concurrence that they do not contain changes to the structural, accessibility and/or fire-life safety portions of the project.

(c) **Construction changes.** Changes of the approved plans or specifications after a contract for the work has been let shall be made by means of construction change documents. Construction change documents for changes to the structural, accessibility or fire-life safety portions of the project shall be submitted to and approved by DSA prior to commencement of the work shown thereon. Construction change documents shall refer to the portions of the approved plans and specifications being changed, clearly describe the work to be accomplished, and, where necessary, shall be accompanied by supplementary drawings, technical data and calculations. Construction change documents shall be numbered sequentially for easy reference. All construction change documents shall be stamped and signed by the architect or engineer in general responsible charge, or by the architect or registered engineer delegated responsibility for the portion of the work of construction affected by the change.

If required by DSA, all other construction change documents shall be submitted to the DSA for concurrence that they do not contain changes to the structural, accessibility and/or fire-life safety portions of the project.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17927 and 81134.

**HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-338, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

**4-339. Final certification of construction.** The certification of compliance by DSA for public school building projects will be issued when the work has been completed in accordance with the requirements as to safety of design and construction of Sections 17280-17316 and 81130-81147 of the Education Code. The final certification of compliance will not be issued until the school board has filed a notice of completion and has filed a statement of final actual project cost as identified in Section 4-322, and has paid all required fees to the Department of General Services.

The certification by DSA may be evidenced either by letter or by certificate. A certificate of compliance will, in gen-

eral, be issued only for large new projects where the board may desire to display such certificate in a conspicuous place. The letter or certificate of compliance will be directed to the school board.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17310 and 81142.

**HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-339, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

## ARTICLE 6 DUTIES UNDER THE ACT

### 4-341. Duties of the architect, structural engineer or professional engineer.

(a) **General.** The architect or registered engineer in general responsible charge is responsible to the school board and to DSA to see that the completed work conforms in every material respect to these regulations and to the approved plans and specifications. (See Section 4-316.) The architect or registered engineer in general responsible charge may, if so authorized, act as agent for the school board in completing and submitting the application for approval of plans and specifications to DSA. (See Section 4-315.)

The architect or registered engineer in general responsible charge in no way is relieved of any responsibility by the activities of DSA in the performance of its duties.

(b) **General responsible charge.** The architect, structural engineer or professional engineer in general responsible charge shall advise the school board in regard to filing of the application for approval of plans, the selection of an inspector and the selection of a testing laboratory. The architect or registered engineer in general responsible charge shall prepare plans, specifications, design calculations and other data and shall prepare addenda and construction change documents authorized by the school board and as required by conditions on the project.

The architect or registered engineer in general responsible charge shall make, or cause to be made, the corrections required on the various documents to comply with the requirements of these regulations. The architect or registered engineer in general responsible charge shall perform general observation of the work of construction, interpret the approved drawings and specifications and shall provide the project inspector and testing facility with a complete set of stamped plans, specifications, addenda and construction change documents prior to the start of construction.

In general, DSA directs all technical correspondence to the architect or registered engineer in general responsible charge of the project.

(c) **Delegated responsibility.** An architect or registered engineer to whom responsibility has been delegated shall, under the general direction of the architect or registered engineer in general responsible charge, prepare plans, specifications, calculations and other data, and make corrections on

these documents as required to comply with these regulations. Such architect or registered engineer shall consult with the architect or registered engineer in general responsible charge in the preparation of addenda, deferred submittals and construction change documents and the selection of inspectors and the testing facility. The architect or registered engineer to whom responsibility has been delegated shall provide evidence of his or her responsibility for the documents, which affect his or her portion of the work and are presented to DSA for approval, by his or her stamp and signature thereon.

(d) **Approval of inspectors.** The school district or architect or registered engineer in general responsible charge shall obtain DSA approval for a project inspector, assistant inspector, and a replacement inspector, if any, prior to commencement or continuation of construction work, as applicable, in accordance with the project inspector approval process specified by DSA. The following shall be submitted to DSA:

1. The name of the person proposed as project inspector of the work, together with an outline of his or her experience and pertinent qualifications on a form prescribed by DSA, in accordance with the project inspector approval process specified by DSA.
2. The name of any proposed assistant inspector together with an outline of his or her experience and pertinent qualifications on a form prescribed by DSA, in accordance with the project inspector approval process specified by DSA.
3. The name of any special inspector to be used, in accordance with Section 4-335(f)1(B).
4. When a replacement project inspector is retained, the name of the person proposed as the new project inspector, together with an outline of his or her experience and pertinent qualifications on a form prescribed by DSA.

The architect or registered engineer in general responsible charge shall provide general direction of the work of the project inspector and shall immediately notify the school board and DSA in writing if the project inspector is found to be unable or unwilling to perform such duties properly. This notification shall include a statement as to whether the architect or engineer is recommending that DSA withdraw its approval of the project inspector and that the school board terminate the inspector's employment. Upon concurrence by DSA, with the recommendation of the architect or registered engineer in general responsible charge, DSA will communicate the withdrawal of the project inspector's approval in writing to the inspector, the school district and the architect or registered engineer in general responsible charge. Upon completion of a terminating verified report, the inspector's duties and responsibilities for the project are ended.

In view of the architect or engineer's responsibilities for directing the activities of the inspector, such architect or registered engineer in general responsible charge shall review and evaluate the inspector's qualifications before recommending the approval of the inspector to DSA.

(e) **Report of contract.** The architect or registered engineer in general responsible charge or the school board shall

report contract information and time of starting work to DSA. (See Section 4-331.)

(f) **Architect or engineer verified reports.** The architect or registered engineer in general responsible charge and all architects and registered engineers delegated responsibility for observation of the work of construction shall observe the work of construction of his or her portion of the project; when delegated, consult with the design professional in general responsible charge in the interpretation of the approved drawings and specifications; and shall maintain such personal contact with the project as is necessary to assure themselves of compliance in every material respect with the approved plans and specifications. Personal contact shall include visits to the project site by the architect, engineer or their qualified representative to observe the construction. The architect or registered engineer in general responsible charge and each architect or engineer delegated responsibility for observations of the work of construction shall submit verified reports to DSA and provide a copy to the project inspector as required by Section 4-336. The architect or registered engineer in general responsible charge shall also require that verified reports from the project inspector, special inspectors, testing facility, the geotechnical engineer, contractors and the other architects and engineers are submitted as required.

(g) **Structural tests and special inspection program.** The architect or registered engineer in general responsible charge shall establish the extent of the structural tests and special inspection program consistent with the needs of the particular project (see Section 4-335) and shall issue specific instructions to the testing facility and special inspectors prior to start of construction. He or she shall also notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA approved documents.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17302, 17309, 17310, 81138, 81141 and 81142.

**HISTORY:**

1. (OSA/SS 1/92) Regular order by the Office of the State Architect/Structural Safety Section to amend Section 4-341, Part 1, Title 24, C.C.R. Filed with the Secretary of State on December 15, 1992; effective July 1, 1993. Approved by the California Building Standards Commission on December 9, 1992.

**4-342. Duties of the project inspector.**

(a) **General.** The project inspector shall act under the direction of the architect or registered engineer in general responsible charge. The project inspector is also subject to supervision by DSA.

(b) **Duties.** The general duties of the project inspector in fulfilling his or her responsibilities are as follows:

1. **Continuous inspection requirement.** The project inspector must have actual personal knowledge, obtained by personal and continuous inspection of the work of construction in all stages of its progress, that the requirements of the approved plans and specifications are being completely executed.

Continuous inspection means complete inspection of every part of the work. Work, such as concrete work or

masonry work which can be inspected only as it is placed, shall require the constant presence of the inspector. Other types of work which can be completely inspected after the work is installed may be carried on while the inspector is not present. In any case, the inspector must personally inspect every part of the work. In no case shall the inspector have or assume any duties that will prevent the inspector from giving continuous inspection. DSA may require verification from the project inspector of time spent at the construction site during all phases of the work. The project inspector may obtain personal knowledge of the work of construction, either on-site or off-site, performed under the inspection of special inspectors and/or assistant inspectors (Section 4-333). The project inspector may obtain personal knowledge that materials used in the construction conform to the DSA approved documents by verifying test reports performed by DSA accepted testing facilities, verifying materials certifications shipped with the materials, or other means as specified in the DSA approved documents and referenced codes and standards. The project inspector shall verify that special inspectors possess valid certifications for the work being inspected. The project inspector shall be responsible for monitoring the work of the special inspectors and testing laboratories to ensure that the testing program is satisfactorily completed. The project inspector shall be responsible for supervising the work of all assistant inspectors in accordance with Section 4-333(d). The exercise of reasonable diligence to obtain the facts shall be required.

2. **Relations with architect or engineer.** Any uncertainties in the inspector's comprehension of the plans and specifications or inconsistencies or seeming errors in the approved construction documents shall be reported promptly to the architect or registered engineer in general responsible charge for interpretation and instructions. In no case shall the instruction of the architect or registered engineer be construed to cause work to be done which is not in conformity with the DSA approved documents.
3. **Job file.** The project inspector shall keep and maintain a file on the job at all times with all of the following:
  - A. DSA approved plans and specifications including DSA approved addenda and all construction change documents.
  - B. Applicable parts of the edition of Title 24, C.C.R., referred to in the plans and specifications, and any pertinent reference standards.
  - C. DSA approved statement of structural tests and special inspections.
  - D. Copies of project inspector's semi-monthly reports.
  - E. Copies of all deviation notices and a log of all deviation notices. The log shall reference all applicable details and specification sections related to nonconforming materials and workmanship including construction change documents, addenda and deferred submittals. The log shall describe all corrective actions taken

whether performed in accordance with DSA approved documents or not, the current status of each deviation issue and the resolution for each issue.

- F. Log documenting all significant communications with the design professionals, contractors, DSA representatives and other persons involved in the project. Significant communications include, but are not limited to, interpretations, clarifications or directions from the design professionals, issues identified by DSA representatives, directives from the school district, and start notices from the contractor.
- G. Laboratory tests and inspection reports.
- H. Contractor's request for information (RFI) and responses to the RFIs.
- I. Interpretations and clarifications from the design professional in general responsible charge.
- J. Special inspection reports.
- K. Concrete placing operation records showing the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.
- L. Welding operation records including identification marks of welders, lists of defective welds, manner of correction of defects, etc.
- M. Pile driving operation records including penetration under the last 10 blows for each pile when piles are driven for foundations.
- N. Verified reports for all persons required by this code to file verified reports.
- O. Any other applicable documents required to provide a complete record of construction.

The job file shall be kept on the job site until the completion of the project and shall be readily accessible to DSA personnel during site visits. A copy of the job file shall be made available to DSA upon request. The job file, with the exception of building codes and reference standards, shall be made a part of the permanent school district records.

4. **Project inspector's semimonthly reports.** The project inspector shall keep the architect or registered engineer in general responsible charge thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-337.
5. **Notifications to DSA.** The project inspectors shall notify DSA by email at the following times:
  - A. When construction work on the project is started, or restarted if previously suspended per Item D below.
  - B. At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.
  - C. At least 48 hours in advance of the first placement of foundation concrete and first grout placement for masonry construction and, when requested by the enforcement agency, 24 hours in advance of any subsequent and significant concrete placement, or grout placement for masonry construction.

D. When all work on the project is suspended for a period of more than one month.

6. **Deviations.** The project inspector shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to the contractor's attention. Copies of such notice shall be forwarded immediately to the architect or registered engineer, and to DSA.

Failure on the part of the project inspector to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his or her contract in accordance with the approved plans and specifications and all laws and regulations.

7. **Inspector verified report.** The project inspector shall make and submit directly to DSA verified reports (see Section 4-336). The project inspector shall prepare and deliver to DSA detailed statements of fact regarding materials, operations, etc., when requested.
8. **Performance of duties.** The inspector shall perform all duties and render all services with honesty. Inspectors who fail to carry out their duties in an ethical manner or who engage in illegal activities may be subject to disciplinary action as defined in Section 4-342(d).

(c) **Violations.** Failure, refusal or neglect on the part of an inspector to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal or neglect to report immediately, in writing, any such violation to the architect or registered engineer, to the school board, and to DSA shall constitute a violation of the Act and shall be cause for DSA to take action which may result in the withdrawal of the inspector's approval. The State Architect or designee may take appropriate action as described in Section 4-342(d) when any of the following conditions exist:

1. The inspector has failed to fulfill any of the relevant requirements of this code.
2. The inspector has been convicted of a crime considered to be substantially related to the qualifications, functions or duties of an inspector in a manner consistent with the public health, safety or welfare.

(d) **Disciplinary actions.** Failure to satisfactorily perform inspector duties identified in this code may be cause for DSA to take action(s) which include but are not limited to the following:

1. Requiring the inspector to meet with DSA in the regional office for counseling.
2. Requiring the inspector to attend training classes.
3. Withdrawal of the inspector's approval for the project.
4. Downgrading of the inspector's class of certification.
5. Suspension of the inspector's certification.
6. Withdrawal of the inspector's certification.

(e) **Notice of disciplinary actions.** Notice of disciplinary action shall specify the grounds for the actions taken.

(f) **Criteria for reinstatement.** When considering reversal of any disciplinary action taken pursuant to Section 4-342(d), the State Architect or designee evaluating the reinstatement of an inspector's approval for a project, or certification, may consider the following criteria:

1. Nature and severity of the act(s) or offense(s).
2. The time that has elapsed since the commission of the act(s) or offense(s).
3. If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.

(g) **Filing an appeal.**

1. The State Architect or his/her designee has the discretion to immediately order that approval of a project inspector for a project, or certification, be temporarily invalidated or to seek additional information, pending a final determination by the State Architect or his/her designee pursuant to Section 4-342(c). The decision to temporarily invalidate approval of a project inspector for a project, or certification, will be made on a case by case basis, as necessary to ensure public health, safety and welfare.
2. The State Architect or his/her designee shall provide the appellant with written notice that their approval for a project, or certification, has been temporarily invalidated as of a specific date or is subject to suspension or denial pursuant to Section 4-342(d), pending a final determination. The written notice shall include the reasons for the action being taken or investigated, as applicable, and provide a summary of the facts and allegations. Service of the written notice of the proposed action shall be confirmed by certified mail.
3. Written notice of the final determination by the State Architect or his/her designee shall be confirmed by certified mail within 60 days from the initial written notification. The time to render his/her determination may be extended an additional 30 days, as necessary to consider any additional supporting documentation provided to the State Architect relevant to the issue being investigated.
4. An appeal of an action by the State Architect or his/her designee to suspend approval of a project inspector for a project, or certification, or to deny renewal of a certification must be filed in writing with DSA within 60 days of the date posted on the certified service of the written notice of the final determination from the State Architect. Unless a hearing is specifically requested as provided in Section 4-342(g)6 the appeal will be based on an analysis of the materials available.
5. Within 60 days from the date of receipt of the appeal the State Architect or his/her designee shall render his/her determination on the appeal. The time to render the determination may be extended an additional 30 days, as necessary to conclude any research or investigation required, at the discretion of the State Architect or his/her designee.
6. Should an individual submit a written request for a hearing, the State Architect may designate an appropriate hearing officer to conduct the hearing. Written

## GROUP 3

# SUSTAINABLE CONSTRUCTION OF PUBLIC SCHOOLS & COMMUNITY COLLEGES OUTDOOR WATER USE

### ARTICLE 1 GENERAL PROVISIONS

**4-501. Purpose.** These regulations implement sections of the Education Code to ensure that elementary, secondary, or community college buildings and facilities constructed or altered pursuant to these regulations are in compliance with the California Code of Regulations (C.C.R.), Title 24 related to the design aspects of sustainable building elements, components, and systems specifically irrigation systems for landscape areas.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280, 81130 and 81142.

**4-502. Scope.** California Code of Regulations, Title 24, Part 11; known as the “CALGreen Code”, designates building regulations that are applicable to the Green Building Standards portions of the design, construction, or addition to any school building as defined in Sections 17283 and 81131 of the Education Code.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280 and 81130.

### ARTICLE 2 DEFINITIONS

**4-506. General.** The definition(s) in Sections 4-507 shall have the meaning stated therein throughout the regulations contained in Part 1, Chapter 4, Group 3, et. seq, Title 24, C.C.R.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17283, 81130, 81131, and 81529.

#### **4-507. Definitions.**

**SELF-CERTIFICATION** shall mean a registered architect, landscape architect, or civil engineer in general responsible charge prepares a set of construction documents which comply with the California Code of Regulations (C.C.R.), Title 24 or other referenced regulations, and provides their signature ensuring that the construction documents and related reports meet or exceed the code requirements.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280, 17283, 17405, 81130, 81131, and 81529.

### ARTICLE 3 APPLICATION FOR VERIFICATION OF SELF-CERTIFICATION OF DRAWINGS AND SPECIFICATIONS

**4-508. Plans, specifications, and other data.** When an application for review of the self-certification of compliance with the Outdoor Water Use regulations is filed, it shall be accompanied by a site landscape area location plan, set of plans and specifications, and a fee payment.

Plans, specifications, or self-certification forms which, when submitted, are determined by DSA to be incomplete or incorrect, shall be returned to the architect, landscape architect, or civil engineer in general responsible charge with a request for additional information or revisions.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280 and 81130.

**4-509. Application for self-certified drawings and specifications.** The irrigation plans and specifications shall meet the California Code of Regulations, Title 24, Part 11 (CALGreen Code), Section 5.304.5, Outdoor Water Use. The architect, landscape architect, or civil engineer in general responsible charge shall self-certify that the project’s landscape planting and irrigation design is compliant with the current version of the Model Water Efficient Landscape Ordinance (MWELO) per Section 5.304.6 of the CALGreen Code and built in accordance to these regulations. All related drawings and specifications must display their registration seal and signature.

Before commencing with construction of a landscape irrigation project and any associated buildings, the architect, landscape architect, or civil engineer in general responsible charge shall submit the forms prescribed by the DSA certifying that the landscape irrigation design complies with the Outdoor Water Use regulations, and obtain approval of the self-certified plans and specifications from the DSA intake specialist.

When construction is complete, a self-certification form prescribed by the DSA certifying that the landscape irrigation system is installed in compliance with the Outdoor Water Use regulations shall be filed with the DSA intake specialist.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280 and 81130.

### ARTICLE 4 FEES

**4-510. Fees.** The filing fee for the self-certification review shall be \$500 due at the time of submission of the project and is non-refundable.

**Authority:** Education Code Sections 17310 and 81142.

**Reference:** Education Code Sections 17280 and 81130.

#### **HISTORY:**

1. (DSA-SS EF 03/15) Rulemaking file number DSA-SS EF 03/15 Emergency rulemaking added Group 3, Articles 1 through 4, to Part 1 Title 24, Chapter 4. It was originally approved by the Commission July 21, 2015 and filed with Secretary of State July 23, 2015, which is the effective date. An emergency supplement was not issued for the initial emergency building standards but was provided in Building Standards Commission Information Bulletin 15-03, dated July 24, 2015, which is now superseded. The rulemaking was made permanent pursuant to Government Code Sections 11346.2 to 11347.3. The supplement provides emergency building standards which were adopted by the Building Standards Commission on January 20, 2016, and filed with Secretary of State on January 26, 2016.

## HISTORY NOTE APPENDIX FOR CHAPTER 4

### Administrative Regulations for the Division of State Architect, Structural Safety (Title 24, Part 1, California Code of Regulations)

The format of the history notes has been changed to be consistent with the other parts of the *California Building Standards Code*. The history notes for prior changes remain within the text of this code.

1. (DSA-SS 1/02) Chapter 4, Section 4-309. Reconstruction or Alternation Projects in Excess of \$25,000 in Cost. Approved by the Building Standards Commission on May 14, 2003 and effective 180 days after publication.
2. (DSA-SS EF 02/03) Emergency adoption/approval of technical design and construction building standards for the adaptive reuse of existing building public school use; C.C.R., Title 24, Part 1. Approved by the California Building Standards Commission on May 14, 2003 and filed with Secretary of State on May 15, 2003. Effective May 15, 2003.
3. (DSA-SS EF 04/03) Emergency re-adoption/re-approval of technical design and construction building standards for the adaptive reuse of existing building public school use; C.C.R., Title 24, Part 1. Approved by the California Building Standards Commission on July 16, 2003 and filed with Secretary of State on September 10, 2003. Effective September 10, 2003.
4. (DSA-SS EF 04/03) Emergency re-adoption/re-approval of technical design and construction building standards for the adaptive reuse of existing building public school use; C.C.R., Title 24, Part 1. Approved as permanent by the California Building Standards Commission on January 7, 2004 and filed with the Secretary of State on January 8, 2004. Effective January 8, 2004.
5. (DSA-SS 03/06) Editorial amendments to administrative standards for public elementary and secondary schools and community colleges which correlate with DSA-SS adoption of the 2006 *International Building Code* into Part 2 of Title 24. Effective January 1, 2008.
6. (DSA-SS EF 01/09) Modification to project renewal timeframes. Approved by the commission January 22, 2009 and filed with the Secretary of State on January 26, 2009 with an effective date of January 26, 2009.
7. Erratum to correct editorial errors in preface and Chapter 4.
8. (DSA-SS EF 02/10) Emergency rulemaking to amend Articles 2 through 6, Part 1 Title 24, Chapter 4, effective on August 17, 2010, approved as permanent on January 19, 2011.
9. (DSA-SS 01/12) Amend Chapter 4, Article 1, Section 4-302, 4-305, 4-306, 4-307, 4-309, 4-310, Article 2, Section 4-314, Article 3, Section 4-315, 4-316, 4-317, Article 4, Section 4-320, 4-323, 4-324, 4-325, 4-326, 4-327, Article 5, Section 4-330, 4-331, 4-332, 4-333, 4-335, 4-336, 4-337, 4-339, Article 6, Section 4-341, 4-342, 4-343, Article 7, Section 4-345, Article 8, Section 4-350, 4-352, Article 9, Section 4-355. Approved by the California Building Standards Commission on January 23, 2013, filed with the Secretary of State on January 28, 2013, and effective 30 days after filing with Secretary of State.
10. Rulemaking file number DSA-SS EF 03/15: Emergency rulemaking added Group 3, Articles 1 through 4, to Part 1 Title 24, Chapter 4. It was originally approved by the Commission July 21, 2015 and effective upon filing with Secretary of State on July 23, 2015. An emergency supplement was not issued for the initial emergency building standards but was provided in Building Standards Commission Information Bulletin 15-03, dated July 24, 2015, which is now superseded. The rulemaking was made permanent pursuant to Government Code Sections 11346.2 to 11347.3. The supplement provides emergency building standards which were adopted by the Building Standards Commission on January 20, 2016, and filed with Secretary of State on January 26, 2016.
11. (DSA-SS 01/15) Amend Chapter 4, Article 1: Section 4-205, 4-207, 4-208, 4-210, 4-211, 4-219, 4-220, 4-221; Article 2: Section 4-236; Group 1, Article 1: Section 4-302, 4-305, 4-306, 4-307, 4-309, 4-310, Article 2: Section 4-313, 4-314, Article 3: Section 4-315, 4-316, 4-317, 4-318, 4-319; Article 4: Section 4-320, 4-321, 4-323, 4-324, 4-325; Article 5: Section 4-333, 4-333.1, 4-334, 4-335, 4-335.1, 4-336, 4-338; Article 6: Section 4-341, 4-342, 4-343, 4-345; Article 8, Section 4-350; Group 2, Article 1: Section 4-401, 4-402; Article 2: Section 4-410, 4-411; Article 5: Section 4-430; Article 6: Section 4-435. Approved by the California Building Standards Commission on December 16, 2015, filed with the Secretary of State on December 21, 2015, and effective 30 days after filing with Secretary of State.
12. Errata to correct editorial errors within Chapter 4 in this code. Effective January 1, 2017.



changes shall be clearly described. Two copies of the form and construction documents shall be submitted for review and approval by the Office. All amended construction documents shall be approved by the Office prior to installation of the work.

2. **Emergencies.** Emergency changes in the work relating to the safety of persons at the construction site may be made immediately. Such emergency changes shall be documented by subsequent amended construction documents and may require modification to comply with these regulations.

(b) **Changes that do not materially alter the work.** The following types of changes in the work do not materially alter the work and do not require the submission of amended construction documents to the Office:

1. Clarification and interpretation of plans and specifications by the responsible design professional.

**Note:** If calculations by the structural engineer in responsible charge, or by the delegated structural engineer, are necessary to determine structural or nonstructural adequacy, an amended construction document submittal must be made to the Office for review.

2. Construction means and methods, such as construction sequencing, coordination of the work, and methods of assembly/construction. Construction means and methods do not include work that would require Alternate Method of Compliance or an Alternate Means of Protection.

**Note:** Temporary construction, such as temporary exiting, temporary air handlers, temporary bulk oxygen tanks, or temporary shoring supporting an occupied building under Office jurisdiction are not considered means and methods and thus would require a separate permit or the submittal of an amended construction document to the Office for review.

3. Substitution of equipment, products, or materials. The equipment, product or material substituted must be code compliant; perform the same function as the equipment, product, or material that it is replacing; must not increase the mechanical or electrical loads to the building systems; must not increase loads to lateral or gravity load-bearing structural frame members; and must meet the design requirements for the project.

**Note:** Changing from one kind of equipment, product or material to another, such as changing from drilled-in concrete anchors to concrete screw anchors or changing the top-of-wall fire-resistive material/design are not considered substitutions and require the submittal of an amended construction document to the Office for review. If calculations by a structural engineer are necessary to determine structural or nonstructural adequacy, an amended construction document must be submitted to the Office for review.

4. New details that are based on other approved details, in whole or in part, including referenced standards or pre-approved details. Reference to the approved details must be shown.

5. Final routing configurations of ducts, conduits, pipes, etc., where these are shown diagrammatically on the approved plans.

**Note:** Submittal of an amended construction document will be required when additional fire/smoke dampers, non pre-approved seismic fittings, or specially engineered braces or hangers are necessary to accommodate the final configuration or routing.

6. Dimensional changes to rooms that do not affect code required minimum dimensions, fixed dimensions, minimum room or space requirements and required clearances.

**Note:** Applicable code sections and minimum dimension and space requirements must be shown on plans for confirmation by Office field staff.

7. Relocation of doors, windows, electrical switches and outlets, plumbing fixtures, etc., that do not require additional changes to the work to make the relocation code compliant.

8. Relocation or reconfiguration of cabinetry that does not affect code required minimum dimensions and clearances, minimum room or space requirements, or minimum storage requirements. Such cabinetry reconfiguration shall not increase loads to supporting members, such as wall studs and ceiling framing.

**Note:** Applicable code sections and minimum dimensions and space requirements must be shown on plans for confirmation by Office field staff.

If the architect or engineer in responsible charge of a project determines that plans and/or specifications are necessary for a change that does not materially alter the work, all such plans or specifications shall be stamped and signed by the appropriate design professional(s) pursuant to Section 7-115. All changes in the work are subject to concurrence of the Office field staff as to whether or not the change materially alters the work.

(c) **Code compliance.** Changes in the work that do not require amended construction documents shall not be deemed to grant authorization for any work to be done in violation of the provisions of any applicable code.

(d) **Changes in scope.** At the discretion of the Office, amended construction documents that change the scope of the original project may be required to be submitted as a separate project.

**Exception:** At the discretion of the Office, changes in scope may be submitted as amended construction documents. The documents shall be reviewed by examination and subject to fees required by Section 7-133 (q)(3).

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(e) **Documentation of changes.** The architect or engineer in responsible charge shall maintain a log of all changes to the work of construction. The log shall indicate whether the Office has made a determination as to whether each change materially alters the work, the date such determination was made, and the name of the Office staff who made the determination.

**Authority:** Health and Safety Code Sections 18929 and 129675-130070

**Reference:** Health and Safety Code Sections 129850.

### **HISTORY:**

1. (OSHPD 2/95) Regular order by the Office of Statewide Health Planning and Development to amend Section 7-153. Filed with the secretary of state on August 14, 1996, becomes effective September 13, 1996. Approved by the California Building Standards Commission on March 19, 1996.
2. (OSHPD 7/96) 1996 Annual Code Adoption Cycle will amend Section 7-153, of Part 1, Title 24, C.C.R. Filed with the secretary of state on February 19, 1997; effective March 21, 1997. Approved by the California Building Standards Commission on February 6, 1997.

### **7-155. Final approval of the work.**

(a) The Office shall schedule a final state agency inspection of the work subsequent to the receipt of the responsible architect's or engineer's statement that the contract is performed or substantially performed.

(b) The final approval of the construction shall be issued by the Office when:

1. All work has been completed in accordance with the approved construction documents.
2. The required verified compliance reports and test and inspection reports have been filed with the Office.
3. All remaining fees have been paid to the Office.

(c) Final approval shall be confirmed by a letter sent to the Department of Public Health with a copy to the applicant. The letter shall state that the work has been constructed in accordance with the *California Building Standards Code*, Title 24, California Code of Regulations.

(d) Upon completion of the project, all copies of construction procedure records as required by Section 7-145 (a) 6 shall be transmitted to the Office.

**Authority:** Health and Safety Code Sections 127015 and 129850.

**Reference:** Health and Safety Code Sections 129675-129998.

### **HISTORY:**

1. (OSHPD 2/95) Regular order by the Office of Statewide Health Planning and Development to amend Section 7-155. Filed with the secretary of state on August 14, 1996, becomes effective September 13, 1996. Approved by the California Building Standards Commission on March 19, 1996.

### **7-156. Certification of correctional treatment centers.**

(a) Construction documents prepared by or under the supervision of the Department of Corrections and Rehabilitation for the new construction, reconstruction, alteration or addition of any hospital building and/or correctional treatment center, as defined in Section 1250, Health and Safety Code, or any building specified in Section 129875, Health and Safety Code shall be certified to the Office by the Department of Corrections and Rehabilitation. Construction documents and construction of these facilities shall be in full compliance with all applicable building standards including,

but not limited to, architectural, structural, mechanical, plumbing, electrical, and fire and life safety.

The Department of Corrections and Rehabilitation shall use a secondary peer review procedure to review the design of new construction, reconstruction, alteration or addition in order to ensure that the construction documents are in compliance with the building standards of Title 24, Parts 2, 3, 4, 5 and 9. The secondary peer review shall be performed by a California licensed architect, structural engineer, mechanical engineer and electrical engineer, as applicable.

Upon completion of construction, a written certification signed by the Director or designee of the Department of Corrections and Rehabilitation shall be submitted to the Office and shall include:

1. Description of the project scope;
2. Certification that construction documents and construction are in full compliance with all applicable building standards of Title 24, Parts 2, 3, 4, 5 and 9;
3. Certification that a secondary peer review has been completed and the peer review indicates that the design for new construction, reconstruction, alteration or addition to the facility adheres to all building standards of Title 24, Parts 2, 3, 4, 5 and 9;
4. Certification that construction inspection was performed by a competent on-site inspector and that all work was completed in accordance with the complying construction documents; and
5. Attachments which include the final as-built construction documents.

(b) Construction documents prepared by or under the supervision of a city, county or city and county law enforcement agency for the new construction, reconstruction, alteration or addition of any hospital building and/or correctional treatment center, as defined in Section 1250, Health and Safety Code, or any building specified in Section 129875, Health and Safety Code shall be certified to the Office by the law enforcement agency. Construction documents and construction of these facilities shall be in full compliance with all applicable building standards including, but not limited to, architectural, structural, mechanical, plumbing, electrical and fire and life safety.

Upon completion of construction a written certification signed by the law enforcement agency head or designee shall be submitted to the Office and shall include:

1. Description of the project scope;
2. Certification that construction documents and construction are in full compliance with all applicable building standards of Title 24, Parts 2, 3, 4, 5 and 9; and
3. Attachments which include the final as-built construction documents.

**Authority:** Health and Safety Code Sections 1275, 127010, 127015, 129790 and 129850.

**Reference:** Health and Safety Code Section 15076.

### **HISTORY:**

1. (OSHPD 2/96) 1996 Annual Code Adoption Cycle will add Section 7-156, of Part 1, Title 24, C.C.R. Filed with the secretary of state on

## HISTORY NOTE APPENDIX FOR CHAPTER 7

### Administrative Regulations for the Office of Statewide Health Planning and Development (Title 24, Part 1, California Code of Regulations)

The format of the history notes has been changed to be consistent with the other parts of the *California Building Standards Code*. The history notes for prior changes remain within the text of this code.

1. (OSHDP 1/97) Regular order by the Office of Statewide Health and Planning and Development to amend Chapters 6 and 7 as a result of SB 1953. Filed at the secretary of state on March 25, 1998; effective March 25, 1998. Approved by the California Building Standards Commission on March 18, 1998.
2. (OSHDP-EF 1/98) Emergency order by the Office of Statewide Health Planning and Development to adopt administrative regulations specific to Hospital Inspector Citizenship/Alien Certification. Filed at the secretary of state on March 25, 1998; effective March 25, 1998. Approved by the California Building Standards Commission on March 18, 1998.
3. BSC 1997 Triennial Code Adoption Cycle (OSHDP 1/97, OSHDP 2/97, OSHDP 3/97). Approved by the California Building Standards Commission on May 6, 1998. Filed at the secretary of state's office on September 29, 1998, effective October 29, 1998.
4. Erratum to correct printing errors. Correction to Section 7-101 to change the date of the Alfred E. Alquist Act to 1983. Correction of grammatical error in Section 7-111. Publication date February 15, 2001.
5. (OSHDP 9/99) Testing, Inspection, and Observation Program. Various sections in Chapter 7. Approved as submitted by the California Building Standards Commission on May 24, 2000. Filed with the Secretary of State on June 8, 2000, effective July 7, 2000.
6. (OSHDP 10/99) Filing Fee/Personal Knowledge Verified Reports. Amend Sections 7-103, 7-111, 7-113, 7-133, 7-151. Approved as submitted by the California Building Standards Commission on May 24, 2000. Filed with the Secretary of State on June 8, 2000, effective July 7, 2000.
7. (OSHDP 3/99) Class C Hospital Inspector. Amend Sections 7-200, 7-204, 7-206. Approved as submitted by the California Building Standards Commission on May 24, 2000. Filed with the Secretary of State on June 8, 2000, effective July 7, 2000.
8. (OSHDP 01/01) 7-115 Preparation of Plans and Specifications. 7-152 Supplantation of an Architect, Engineer or Inspector of Record, Special Inspector or Contractor. Approved as submitted by the California Building Standards Commission on September 25, 2001. Files with the Secretary of State on November 6, 2001, effective December 6, 2001.
9. October 1, 2002 Errata adding Number 8 above.
10. (OSHDP EF 01/02) Amend Chapter 6 and 7 of Part 1. Approved as emergency by the California Building Standards Commission on January 15, 2003, and filed with the Secretary of State on January 16, 2003. Effective January 16, 2003.
11. (OSHDP 4/02) Chapter 7, amend various sections. Safety Standards for Health Facilities. Article 3, Section 7-125, Final Review of Plans and Specification. Article 3, Section 7-129, Time Limitations for Approval. Article 4, Section 7-135, Time of Beginning Construction. Article 4, Section 7-141, Administration of Construction. Article 4, Section 7-155, Final Approval of the Work. Article 19, Section 7-203, Applying for the Certification Examination. Article 21, Section 7-2100 through 7-2106, Scope of Responsibilities. Approved by the Building Standards Commission on May 14, 2003 and effective June 13, 2003.
12. (OSHDP EF 01/02) Amend Chapters 6 and 7 of Part 1. Approved as permanent emergency by the California Building Standards Commission. Permanent approval on May 14, 2003. Certification of Compliance filed with the Secretary of State on May 15, 2003. Effective January 16, 2003.
13. (OSHDP 01/04) Amend Chapter 6, Article 1 for change in Seismic Performance Category nonconforming building. Amend Chapter 7, Article 3 for plan review, Article 4 for construction inspection, Article 5 for appeals to the Hospital Building Safety Board, Article 6 for contract services, Article 19 for certification of hospital inspectors, and Article 21 for fees for review of specified clinics. Filed with Secretary of State on May 23, 2006, and effective on the 30th day of filing with the Secretary of State.
14. (OSHDP 01/06) Amendments to administrative standards for the review and construction of health facilities: preparation of plans and specifications, Hospital Inspector certification, and plan review and inspection of outpatient clinics. Filed with the Secretary of State on February 15, 2007, and effective 30 days thereafter.
15. (OSHDP EF 01/07) Amend Title 24, Part 1, Chapter 7, Article 1, Article 2, Article 3, Article 20. Approved by the California Building Standards Commission on July 19, 2007. Filed with the Secretary of State on July 20, 2007, effective on January 1, 2008.
16. (OSHDP 01/07) Amend Chapter 7, Safety Standards for Health Facilities. Approved by the California Building Standards Commission on July 17, 2008. Filed with the Secretary of State on July 18, 2008, and effective 30 days thereafter.
17. (OSHDP 04/09) Amend Chapter 7, Safety Standards for Health Facilities. Effective on February 13, 2010.
18. (OSHDP EF 01/10) Amend Chapter 7 with HAZUS updates pursuant to SB 499 (Chapter 601, Statutes of 2009). Effective on February 13, 2010.
19. (OSHDP 01/10) Amend Article 1, Title 24, Chapter 7, Article 7-111, effective on August 28, 2011.

## **SAFETY STANDARDS FOR HEALTH FACILITIES**

20. (OSHPD 02/12 and OSHPD 03/12) Amend Chapter 7, Safety Standards for Health Facilities. Approved by the California Building Standards Commission on January 23, 2013, filed with the Secretary of State on January 28, 2013, and effective 30 days after filing with Secretary of State.

21. (OSHPD 01/15) Amend Chapter 7, Safety Standards for Health Facilities: Article 2: Section 7-111; Article 3: Section 7-131, 7-133; Article 4: Section 7-141, 7-144, 7-149, 7-153; Article 5: Section 7-159, 7-161, 7-165, 7-167, 7-169, 7-171; Article 5.5: Section 7-173, 7-175, 7-177, 7-181, Article 19: Section 7-214, 7-215. Approved by the California Building Standards Commission on December 16, 2015, and effective 30 days after filing with Secretary of State.

22. Errata to correct editorial errors within Chapter 7 in this code. Effective January 1, 2017.