



Oklahoma State University Construction Practices

All construction, renovation and remodeling of any structure owned or operated by Oklahoma State University shall be designed and constructed according to all codes/standards that are referenced by the International Code Council (as adopted by the State of Oklahoma) and shall be in accordance with OSU Policies and Procedures.

By the authority of the State Fire Marshal, the OSU Fire Marshal is the Authority Having Jurisdiction” (AHJ) over all matters pertaining to Fire Codes and Life Safety Codes on the campuses or property of the Oklahoma State University System.

Applicable Codes and OSU Policy

The International Building Code, NFPA codes, and other applicable codes are listed on the Oklahoma State Fire Marshal’s website. Current codes can also be found on the Oklahoma Secretary of State’s Office of Administrative Rules website. (ICC 2006 is the current version.) Also, see OSU Policy 1-0109, “Alterations to Buildings.”

Current Electrical, Mechanical and Plumbing codes, as listed by the State Construction Industries Board, can be found on the Oklahoma Secretary of State’s Office of Administrative Rules website. (ICC 2006 is the current version.)

Cease and Desist

Projects are subject to a Cease & Desist Order when found to be in violation of applicable codes or when changes have been made in the plans without proper addendums or change orders approved by the Authority Having Jurisdiction.

Upon notice from the AHJ, work on any building or structure that has been prosecuted contrary to the provisions of the applicable codes or in an unsafe and dangerous manner shall be immediately stopped.

The Cease & Desist Order shall be in writing and shall be given to the owner of the property or the owner’s agent or to the person performing the work, and shall state the conditions under which the work will be permitted to resume.

Construction Permit

The Construction Permit shall be issued by the Authority Having Jurisdiction (or designee). Work shall not begin until the Permit is approved.

The AHJ or designee shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application of the

construction documents do not conform to the requirements of all pertinent codes and laws, the AHJ shall reject such application in writing stating the reasons therefore. If the AHJ is satisfied that the proposed work conforms to the requirements of the applicable codes and laws, the AHJ shall issue a permit therefore as soon as practicable.

Suspension of permit: Any permit issued shall become invalid if the authorized work is not commenced within 30 days after issuance of the permit.

Certificate of Occupancy

A Certificate of Occupancy, indicating completion of the work for which a Construction Permit was issued, shall be obtained from the AHJ or designee prior to any occupancy of a structure except as provided by code.

Temporary Occupancy:

Upon request of the holder of the permit, a temporary certificate of occupancy shall be issued before the completion of the entire work covered by the permit provided that such portion or portions shall be occupied safely prior to full completion of the structure without endangering life or public welfare.

When a structure is entitled thereto, the AHJ shall issue a Certificate of Occupancy within 10 days after written application. Upon completion of the final inspection and correction of any violations or discrepancies, the Certificate of Occupancy shall be issued.

Asbestos

During the planning stage of any project, the Project Coordinator or Architect shall submit an Asbestos Abatement request form to the Physical Plant for the purpose of surveying the proposed project site for the presence of asbestos-containing material.

Request forms are available on-line.

The completed Abatement Form shall be attached to the final Plans Review. Without this document, a Construction Permit shall not be issued.

Confined Space Entry

If any work is to be performed in a confined space, workers shall be required to have training in confined space entry. OSHA-defined training requirements can be found in the OSU Confined Space manual.

A work area is defined as a confined space if:

- It has limited or restricted means for entry or exit.
- It is an open-topped space such as a pit or excavation.
- Its size or location may make rescue efforts difficult.
- It is not designed for continuous worker occupancy.

Fire Alarm System

Any work that creates a dirty, dusty or wet atmosphere may activate the fire detection system. When this condition exists, the contractor shall request the deactivation of the fire detection system for the construction area.

If the building is occupied, the fire alarm system shall be put in the “trouble” mode during normal working hours and placed back into service upon the end of the work shift by EHS fire alarm technicians.

If the building is unoccupied, the fire alarm system shall be deactivated for the duration of the project. The contractor shall assume responsibility of the facility during the contract period.

Fire suppression (sprinkler) systems shall only be deactivated by EHS fire alarm technicians upon approval of the Authority Having Jurisdiction.

Hot Work Permits

Before welding, cutting, soldering or other hot work is begun, a Hot Work Permit must be issued (in person) by EHS personnel. At the discretion of the Safety Inspector, the permit shall be issued either daily or for the duration of the project.

Failure to notify the EHS office of hot work could result in unintended fire alarms.

Repeated fire alarm activation due to unauthorized hot work may result in the Authority Having Jurisdiction imposing a monetary fine on the responsible parties.

Shoring and Trenching

All excavations or trenches 4 feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in OSHA’s Excavation Standard, 29 CFR 1926.650, .651, and .652.

Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.

For regulations regarding proper shoring and trenching, see the EHS Shoring & Trenching Manual.

A Cease & Desist Order will be issued by the Authority Having Jurisdiction against any job being performed in an improperly-shored trench.

Worksite Inspections

During construction, all projects will be inspected at regular intervals for safe working practice, good construction practices and adherence to applicable codes. If serious violations are found, a Cease & Desist Order may be issued.

Right of Entry: The Authority Having Jurisdiction (AHJ) or designee shall have the authority to enter at any reasonable time any structure or premises for which a Construction Permit has been issued for the purpose of inspecting the work site.

When the AHJ or designee has reasonable cause to believe that a code violation and/or unsafe work practice exists, the AHJ or designee is authorized to enter the structure or premises at reasonable times to inspect (subject to constitutional restrictions on unreasonable search and seizures). If entry is refused or not obtained, the AHJ is authorized to pursue recourse, as provided by law.