

Department of Construction Services (DCS)
Bureau of School Facilities (BSF)

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF
DEPARTMENT OF CONSTRUCTION SERVICES REVIEW**

(For eligible projects when the BSF cannot complete their review within 30 days of acceptance)
PROCESS INSTRUCTIONS

Be aware that the (local) review conducted for (in lieu of) the Department of Construction Services (DCS) review is separate from that required by the local building, safety, and health officials for permits and/or certificates of occupancy.

1. The school district shall determine if all appointed local officials are willing to participate in this process and if it will truly be a time saver for the district. All four local officials must be willing to participate or this local review option is not available for your project (Building Inspector, Fire Marshal, 504/ADA Compliance Officer, and Health Inspector). Questions should be directed to the Bureau of School Facilities (BSF) at (860) 713-6490.

Local building officials and fire marshals may engage the services of a code consultant to conduct the plan review on their behalf, provided the costs of such consultant shall be paid by the school district. The hiring of said consultant for this purpose (local code official's representative) shall not present a conflict of interest. See C.G.S. 10-292(c) for complete text.

2. The school district arranges delivery of the final construction plans and project manual submitted to the BSF (that bear the Bureau of School Facilities "Received" stamp) to (either) each of the four local appointed officials, or to an independent third party reviewer previously agreed upon by each of the local officials.
3. The local reviewer(s) must also be given a complete copy of all additional materials submitted to the BSF including a copy of the BSF Plan Review Checklist(s), Modifications, etc. from the design professionals.
4. The local officials (or the independent third party code consultant) perform a code compliance plan review (without the assistance, other than phone calls, of anyone involved in the preparation of the project documents). Using the BSF Plan Review Checklist(s), under the "Reviewer Use only. Complies with code", check off any items found not to be in compliance in the "N" column. Items found to be in compliance get checked in the "Y" column. The reviewer(s) shall mark the reviewed documents with their "Received" stamp on the cover drawing sheet, and the cover of the project manual at minimum. This properly identifies the set of documents that may be called upon during any of the payment cycles and/or audit processes.
5. The reviewer(s) prepare (and date) a Plan Review Record (PRR) of the citations and comments (on their letterhead or using the ICC and/or NFPA Plan Review forms), then convey those findings to the school district and design professionals (for required revisions/corrections to project documents). Citations and comments should be numbered and include the appropriate code section(s). A Sample PRR has been provided on the DCS website (www.ct.gov/dcs) which illustrates the format to be used by the reviewer(s) for the citations and comments (and sign-offs).

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6. The design professionals shall revise/correct the project documents (highlight corrections made to drawings and project specifications in response to PRR) and prepare a written response (on their letterhead) specific to each item of the Plan Review Record describing the corrective action completed for each item. The design professionals shall make an appointment for a sign-off meeting to review the required revisions/corrections with the PRR author(s). The original set of drawing sheets and specifications reviewed must remain intact and must be brought to the sign-off meeting along with the signed/sealed corrected documents.
7. The PRR author(s) review(s) the revised/corrected project documents and (when satisfied with the corrective action) then signs-off on each individual item of the Plan Review Record. The PRR author(s) must also identify how the problem was resolved, by noting either Documents Revised, or State Modification Received. The reviewer shall initial or provide a stamp on each revised drawing sheet, and each revised section of the project manual.
8. After all items listed on the PRR have been completed to the PRR author(s) satisfaction, the code conformity transmittal can be completed. The local officials (not the code consultant) will then, sign, and date the Code Conformity Transmittal form. The local officials then send this form with original signatures to the school district along with completed BSF Plan Review Checklist(s), PRR(s); Design Professional's Response Letter(s); and any approved Modifications.
9. Call the BSF PCT reviewer to schedule a meeting when all of the following (when applicable) have been assembled (in one package): Completed BSF Plan Review Checklist(s), Plan Review Record(s), Design Professional's Response Letter, completed Code Conformity Transmittal with original signatures, and any approved Modifications resulting from the local review.
10. All reviewed plans and specifications (and Documents revised in response to PRR(s)) must be kept on file at the local Board of Education at least until the final grant payment has been made on this project.

NOTE:

It is the responsibility of the school district to maintain all plans, specifications and records reviewed by the local officials until the final grant payment has been made on this project.

Please be reminded that **all bid addenda and change orders** must be submitted to the Bureau of School Facilities (BSF) for review and approval. Refer to the BSF Construction Documents Supplements to the Guidelines on the DCS website. Click the icon labeled "When Project Change After BSF Approval".