



Ames Policy Directive

APD 8829.1

Effective Date: September 25, 2017
Expiration Date: September 25, 2022

COMPLIANCE IS MANDATORY

Subject: Construction Permits

**Responsible Office: JC/Facilities Engineering and Real Property Management
Division, Ext 44214, MS 213-8**

DOCUMENT CHANGE LOG

Status (Baseline/Revision/Cancelled)	Document Revision	Date of Change	Description
Baseline	0	8/16/04	New
Revision	1	10/07/07	Document change ownership
Revision	2	8/04/09	The existing APD 8829.1 had an expiration date of August 16, 2009. In anticipation of that event, Code JCE requested a review of the APD to assess potential changes that needed to be made as a result of the actual policy/procedural requirements. It was therefore decided to reissue the document as a new APD 8829.1 which clearly specified the Ames Policy for Construction Permit with an accompanying APR 8829.1 which delineated the procedural process/requirements for obtaining a Construction Permit which were to be followed to fulfill the policy. This would eliminate inconsistencies in the process and establish a single path to be followed.

Revision	3	12/13/10	Building Official and the Authority Having Jurisdiction, identifies the relevant Authority and Applicable documents, and brings the document in to conformance with the latest Ames APD format. This revision clarifies the relationship between the Chief Building Official and the Authority Having Jurisdiction, identifies the relevant Authority and Applicable documents, and brings the document in to conformance with the latest Ames APD format. Changes contact information of Responsible Office. Deletes Camp Parks. Changes APR 1700.1 to APR 8715.
Revision	4	9/25/17	Assigns responsibility to Permit Applicant to notify involved organizations and individual affected by construction, updates and revised list of applicable documents. Brings document into conformance with the latest Ames APD format

1. POLICY

a. This directive establishes Ames-specific policies and responsibilities for construction activities at Ames Research Center. This policy is intended to assure that the following is provided at Ames Research Center:

- (1) A safe, environmentally responsible working and living environment
- (2) Communication among involved organizations/individuals
- (3) Proper and timely inspection of work
- (4) Configuration management

It is the policy of Ames Research Center that all construction work at Ames Research Center is to be reviewed in adherence to all appropriate and applicable building and construction codes and standards. This review will be performed according to a Construction Permit Process established for the request, review and approval of all Construction Permits at Ames Research Center and the NASA Research Park (see APR 8829.1, Construction Permit Process).

b. Construction Permits will be obtained prior to the procurement of services for, or commencement of the construction, modification, demolition, replacement, or new construction of any building, temporary structure, site utility, electrical or mechanical system, life safety alarm system, physical security system, or fire suppression system.

Before applying for a Construction Permit (see Form ARC 57 <http://jc.arc.nasa.gov/ARCFORMS/ARC57.pdf>) and before starting design work, preliminary plans for any and all Ames Research Center projects within the jurisdiction of this policy must be submitted to the Real Property Accountability Officer, Facilities Engineering and Real Property Management Division, for review and must obtain planning clearance in accordance with NPD 8810.2, Master Planning for Real Property. For NASA Research Park projects, these plans are to be submitted to the NASA Research Park Design Review Board (see APD 8822.1) and must obtain NASA Research Park Design Review Board approval prior to applying for a Construction Permit. The planning review and approval procedures ensure consistency with Ames Master Planning and compatibility with other planned work as well as project definition and readiness.

c. The Ames Environmental Management Division and the Ames Fire & Emergency Services will participate in these preliminary reviews.

d. Issuance of Construction Permits is coordinated through the Construction Permit Office of the Facilities Engineering Branch. All permitted work must be designed, performed, and constructed in accordance with appropriate codes, standards, and regulations. All permitted work must also be inspected as defined in APR 8829.1. Requests for deviations and/or waivers

are coordinated through the Chief Building Official (see Form ARC 815 - <http://jc.arc.nasa.gov/ARCFORMS/ARC815.pdf>).

e. Construction work that does not have a Construction Permit will be automatically deemed non-conforming. The Chief Building Official is authorized to stop and will stop all work for which a Construction Permit should have been obtained. Work can be stopped until a permit is issued or a waiver is granted.

f. All buildings and/or structures within the jurisdiction of this Policy must be issued a Certificate of Occupancy from the Authority Having Jurisdiction prior to its initial use and/or occupancy. Additionally, no change to a building's and/or structure's existing use and/or occupancy classification must be effected until the building and/or structure meets all applicable codes, standards and regulations and until such change is approved by the Chief Building Official. Those uses and/or occupancy classifications described in the most current edition of the California Building Code must be the uses and/or occupancy classifications under the authority of this Policy.

Construction work is defined as tasks that involve the demolition, repair, alteration, or construction of buildings, structures, utilities, or building subsystems. A Construction Permit is required for all facility and construction work that occurs at Ames Research Center falling under the authority of this Policy; this includes but is not limited to the following:

(1) Utility systems including electrical, communications, water, sewer, storm drains, natural gas, specialty gas or liquid, and compressed air systems.

(2) Fire protection systems including fire suppression systems, fire detection/mass notification, hazardous detection and relief systems, gas/oxygen detection systems, and mass notification systems.

(3) Security Access Systems and Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV) systems, and physical security systems including security fences, physical security barriers, all doors, and other systems that impact the physical security of Ames assets. Also, modification(s) that affect security systems listed as follows: Security Access Systems and Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV) systems, and physical security systems such as security fences, physical security barriers, all doors, and other systems that impact the physical security of Ames Research Center assets. Additionally, all new equipment, material and installation must comply with all current codes, standards and requirements.

(4) Urgent Repair is unplanned construction required to restore essential services or to avoid serious consequences due to an unexpected occurrence. Determination of Urgent Repair will be made by the Chief Building Official (CBO). A Permit is required for Urgent Repairs; however, construction can start after notification to the CBO. The Permit application shall be submitted to the Construction Permit Office within 15 calendar days; the worksite shall be maintained in a condition that does not inhibit the inspection process.

(5) Ground based pressure systems whose design and operational certification is under the authority of the Ames pressure systems manager as per NPD 8710.5, NASA Std 8719.17 and APR 8715.1 Chapter 10 will require a construction permit for work in accordance with this APD when that work involves new or modified load interfaces with building structures or concrete embedments.

2. APPLICABILITY

This directive applies to all real property under the jurisdiction of Ames Research Center including, but not limited to: the area commonly known as the Ames Campus; the planning areas known as Bay View, Wetlands, Eastside Airfield, the Shenandoah Plaza Historic District, the NASA Research Park South Campus, the Storm Water Retention Pond, the Eastern Diked Marsh, and the Western Diked Marsh; and the Air National Guard's Temporary Use Areas. Throughout the rest of this document, all of these areas will be encompassed under the designation Ames Research Center (ARC), and they are displayed in Appendix C. The areas known as the Shenandoah Plaza Historic District and the NASA Research Park South Campus are collectively referred to under the designation of NASA Research Park. Throughout the rest of this document, all of these areas will be encompassed under the designation Ames Research Center (ARC), and they are displayed in Appendix C. This map shows the boundary of the NASA Ames area of authority.

Lands at Crows Landing Flight Facility in Patterson, California, are excluded from this directive. Additionally, Ames may exclude property or properties from this directive through mutually written agreements.

This directive applies to all civil service and contractor employees, to all tenant personnel and to all special event/special outdoor event organizers and their personnel while they are on-site in any of the included areas.

3. AUTHORITY

NPD 8700.1, Policy for Safety and Mission Success
NPD 8820.2, Design and Construction of Facilities

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 8710.5, NASA Safety Policy for Pressure Vessels and Pressurized Systems
- b. NPR 8715.3, NASA General Safety Program Requirements
- c. NPR 8820.2, Facility Project Requirements (FPR)
- d. NASA-STD-8719.7, Facility Systems Safety Guidebook
- e. NASA-STD-8719.11, Safety Standards for Fire Protection
- f. NASA-STD-8719.17, Requirements for Ground-Based Pressure Vessels and Pressurized Systems (PV/S)
- g. APR 8715.1 Chapter 10, Ames Health & Safety Procedural Requirements – Pressure Systems Safety
- h. APR 8829.1, Construction Permit Process
- i. NFPA 101 Life Safety Code
- j. California Building Code

- k. NPD 8500.1C, NASA Environmental Management
- l. NPR 8580.1A, NASA National Environmental Policy Act Management Requirements
- m. APD 8500.1, Ames Environmental Policy
- n. APR 8500.1, Ames Environmental Procedural Requirements

5. RESPONSIBILITY

a. Center Director

- (1) Ensures that a safe, environmentally responsible work environment is provided for all employees (civil service, associate, and contractor) and the general public while on Ames Research Center managed property.
- (2) Delegates authority for the development, implementation and management of a Construction Permit Process to fulfill this Policy to the Chief, Facilities Engineering Branch.
- (3) Delegates governing authority as the Center's Chief Building Official to the Chief, Facilities Engineering Branch.
- (4) Delegates governing authority to the ARC Fire Marshal as the Center's Authority Having Jurisdiction (AHJ) per NPR 8715.3, paragraph 5.2.2.i.

b. Chief of the Facilities Engineering Branch

- (1) Develops, implements, and manages the Construction Permit Process to fulfill this Policy (see APR 8829.1 Construction Permit Process).
- (2) Serves as the Center's Chief Building Official.

c. Chief Building Official (CBO)

- (1) Approves/disapproves all Construction Permit applications.
- (2) Approves/disapproves requests for Construction Permit Waivers.
- (3) Certifies the completion of construction.
- (4) Enforces the requirements of APR 8829.1.
- (5) Delegates a qualified Acting CBO in their absence.

d. Permit Applicant

- (1) Adheres to requirements of APR 8829.1 for permit application and construction completion.
- (2) Notifies the organizations and individuals involved and affected by the construction by Centerwide email and posted notices.

e. Authority Having Jurisdiction

- (1) Appoints representatives to participate in reviews of Construction Permits and Waivers.
- (2) Approves/disapproves all Certificates of Occupancy (Temporary and Permanent).
- (3) Enforces the requirements of NASA-STD-8719.11.

6. DELEGATION OF AUTHORITY

This document provides for the Center Director's approved delegation of authority for the implementation of this policy and of the position of Chief Building Official to the Chief, Facilities Engineering Branch.

Center Director memo JP: 15-1, dated March 10, 2010, "Reappointment of Ames Research Center's Authority Having jurisdiction (AHJ) for Fire Prevention and Suppression" provides the delegation of authority as the AHJ to the ARC Fire Marshal.

7. MEASUREMENT/VERIFICATION

The Chief, Facilities Engineering Branch maintains a log of the Construction Permits, Waivers and Certificates of Occupancy.

8. CANCELLATION

APD 8829.1, Construction Permits, Dated December 19, 2014

/S/

Eugene Tu
Director

DISTRIBUTION:

CDMS

ATTACHMENT A. DEFINITIONS

Authority Having Jurisdiction (AHJ): Responsible individual who approves/disapproves certificate of occupancy

Chief Building Official (CBO): Chief of the Facilities Engineering Branch approves/disapproves permit requests and certifies completion of construction.

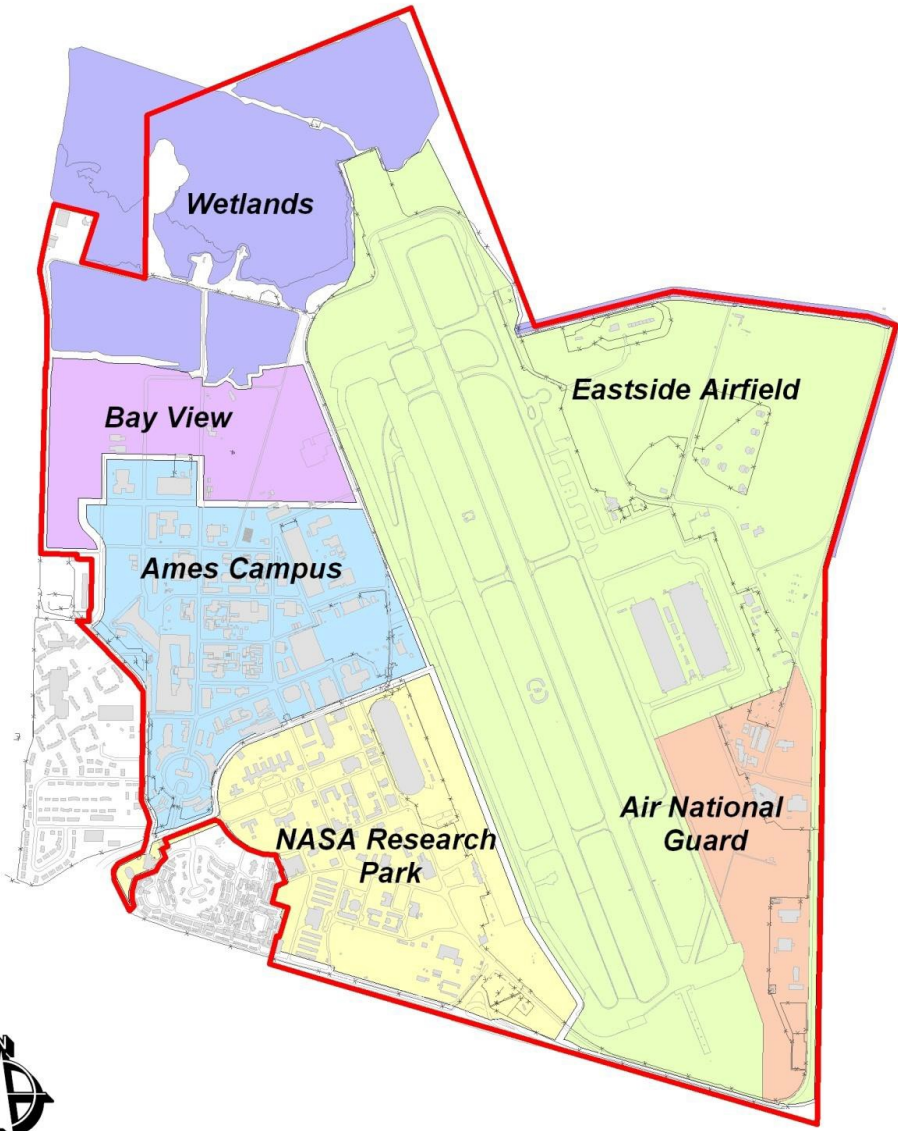
Facilities Engineering Branch (Code JCE): This Branch provides engineering analysis, design, construction, and other facility related services to the NASA Ames community.

Security Access Systems & Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV) systems: Provide physical security systems including security fences, physical security barriers, all doors, and other systems that impact the physical security of Ames asset.

ATTACHMENT B. ACRONYMS

AHJ	Authority Having Jurisdiction
APD	Ames Policy Directive
APR	Ames Procedural Requirements
ARC	Ames Research Center
AHJ	Authority Having Jurisdiction
CCTV	Closed Circuit Television

**ATTACHMENT C. MAP OF AMES RESEARCH CENTER AND INCLUDED AREAS
(RED LINE DEFINES BOUNDARY)**




June 2009
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