



# K-12 School Construction Project Submittal

## Project Information

Project Type	<input type="checkbox"/> New School <input type="checkbox"/> Remodeled School <input type="checkbox"/> Relocatable/Modular Classroom <input type="checkbox"/> Other:	
Grade Level	<input type="checkbox"/> Primary School <input type="checkbox"/> Secondary School <input type="checkbox"/> K-12 School <input type="checkbox"/> Alternative School <input type="checkbox"/> STEM School	
Site Information	School Name:	
	School Address:	
	School District:	
Septic/Sewer System	Type of waste system: <input type="checkbox"/> Septic <input type="checkbox"/> Sewer	
Water System	Type of water system: <input type="checkbox"/> Public <input type="checkbox"/> Private well <input type="checkbox"/> Other Name of water purveyor:	
Architect Contact Information	Architect:	
	Architectural Company:	
	Company Address:	
	Office Phone:	Cell Phone:
	Email:	
School Contact Information	School Project Manager:	
	Address:	
	Office Phone:	Cell Phone:
	Email:	
Billing Information	Person to receive billing/invoices:	
	Mailing Address:	
	Office Phone:	Cell Phone:
	Email:	

## Project Deadlines

Project going through OSPI funding process (D process) <input type="checkbox"/> Yes <input type="checkbox"/> No	D-5 Deadline: D-7 Deadline:
Bid Dates:	
Phased project: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Expected Occupancy (or Phase 1 if phased):	
Phase 2 – Date of Expected Occupancy:	
Phase 3 – Date of Expected Occupancy:	
Phase 4 – Date of Expected Occupancy:	

DATE PLANS RECEIVED BY SRHD: \_\_\_\_\_ INITIALS OF PERSON WHO RECEIVED PLANS: \_\_\_\_\_ SRHD SERVICE REQUEST # \_\_\_\_\_

## Project Submittal Requirements

### Site Review

Submittal must include a site sound level survey unless waived by SRHD.

### General Review

Submittal must include a letter from the architect or relocatable/portable classroom manufacturer stating:

*The drawings and specifications for this project are designed in accordance with the following sections of the State Board of Health Primary and Secondary School Regulations, Chapter 246-366 WAC:*

- WAC 246-366-080 Ventilation
- WAC 246-366-090 Heating
- WAC 246-366-100 Temperature Control
- WAC 246-366-110 Sound Control
- WAC 246-366-120 Lighting

Submittal must also include a letter from the architect or engineer stating that the building ventilation system is designed in compliance with the International Mechanical Code and ASHRAE Standard 62.1 unless waived by SRHD. (Does not apply to relocatable classrooms.) Sample verbiage:

*The drawings and specifications for this project are designed in accordance with the most current versions of the International Mechanical Code (IMC) and ASHRAE Standard 62.1 Ventilation for Acceptable Indoor Air Quality.*

### Project Includes/Impacts: (check all that apply)

	<b>Septic/Sewer System</b> – Impacts must be shown in submittal.
	<b>Water System</b> – Impacts must be shown in submittal.
	<b>Food Service</b> (e.g. cafeteria, concession stands, espresso, DECA, etc. changes or additions) Submittal must include <i>Food Establishment Plan Review Checklist</i> . Download at: <a href="http://www.srhd.org/services/new_existing.asp">http://www.srhd.org/services/new_existing.asp</a>
	<b>Science</b> – Emergency equipment changes or additions must be shown in the plans submitted for review. Submittal must include proposed chemical inventory and equipment specifications.
	<b>Art and Shop</b> – Equipment changes or additions must be shown in the plans submitted for review. Submittal must include proposed chemical inventory and equipment specifications.
	<b>Playgrounds</b> (includes new and/or relocated equipment). Submittal must include a completed <i>Playground Plan Review Information Form</i> . Download at: <a href="http://www.srhd.org/services/schools-docs.asp">http://www.srhd.org/services/schools-docs.asp</a>
	<b>Other</b> <input type="checkbox"/> General Classroom <input type="checkbox"/> Gymnasium/Locker rooms <input type="checkbox"/> Restrooms <input type="checkbox"/> Modular/Portable classroom <input type="checkbox"/> Lighting upgrades <input type="checkbox"/> Ventilation upgrades <input type="checkbox"/> Other: (Please specify)

### Submittal Process and Fees

For preliminary (50%) plan review submit **one set of paper drawings and specification books**. For final plan review (permit set) submit **one set of paper drawings along with complete electronic plans and specification books** for archival purposes (by e-mail or on thumb drive). The electronic and paper copies must include the same information; if there are differences they must be itemized. Note: If complete electronic copies are not submitted, plan review fees will include charges (at our standard hourly rate) for the time required to do the scanning. Plan review and pre-occupancy inspection fees are charged at our standard hourly rate (\$160 an hour). If construction begins prior to Health District approval, fees will be calculated at the rate of 1.5 times the usual rate, or \$240 per hour.

After preliminary review of the submittal, the School Health & Safety program will contact you to schedule a plan review meeting (or notify you if it is not necessary). We will also notify you if additional submittal materials are necessary. *Final Health District approval is required before construction begins on the project.*

*It is your responsibility to contact our office at least five working days prior to completion of the project to schedule a pre-occupancy inspection.* Building departments do not automatically forward requests for pre-occupancy inspections.

**I have reviewed and understand the above information.**

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Signature

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Date