The following guidelines define a small project. Acceptance as a small project is, however, subject to the approval of the Building Official.

**Building Inspection Office**

**Building**
1. Occupancy Groups A3, B, U and R only.
2. No change in occupancy group (e.g., B to A3).
3. No additional floor area; interior alteration only.
4. Minor structural change with a Civil or Structural Engineer's stamp and signature (and calculations, if required).

**Plumbing - Water fixtures**
1. Relocate fixtures.
2. Repair or replace fixtures with same size.
3. Add up to four single-compartment restrooms of up to three fixtures each.

**Plumbing - Gas appliances**
1. Relocate appliances.
2. Repair or replace appliances with same BTUs or less.
3. Add up to four appliances of up to 100,000 BTUs each.

**Mechanical**
1. Relocate grills, registers and ductwork.
2. Relocate, replace or add a Type B flue.
3. Add environmental air exhaust ducts.
4. Add ducts not required to be in a shaft.
5. Add an evaporator or condenser unit, and a heating or cooling coil.
6. Relocate, replace or add a hot water, chilled water or steam line.
7. Remodel an R3 kitchen or bathroom.

**Electrical**
1. Relocate, repair or replace outlets, switches and controls.
2. Add single circuit to existing panel.
3. No work in hazardous locations.

**Fire Marshal's Office**
1. Prior to submitting an application, the Stanford University Fire Marshal's
Office shall place their approval stamp on the plan stating that their office has reviewed and approved the plan.

2. No increase in occupant load.
3. No change to the exiting system.
4. No hazardous materials.
5. Relocate or add up to three devices to an approved automatic fire sprinkler/alarm system. The workscope shall be written on the plan cover sheet.

Planning Office

Nothing that would require review by any of the following offices (or, that approval is received prior to submittal for building permit):
Planning, Environmental Health (Hazardous Materials, Sanitation and Food Services), Land Development Engineering and Surveying, Geology, and Roads and Airports.

In addition to a limited workscope, the following criteria apply:

1. The plans shall be complete. (See the enclosed handouts for information required for submittal.)
2. The plans shall have a "Project Building Data" block on the cover sheet, indicating basic building code information for the project.
3. Four sets of plans shall be submitted with a completed application and the plan check and Fire Marshal fees paid. A separate check for the balance of the permit fees may also be submitted with the application.
4. Accessibility regulations shall apply. Refer to CBC Chapter 11B, Division IV for further information.
5. Energy Conservation mandatory measures shall be included in the workscope. When applicable, the forms ENV-1, MECH-1 and LTG-1 shall be included on the plan.