



# Ames Policy Directive

**APD 8829.1**

Effective Date: December 13, 2010  
 Expiration Date: December 13, 2015

**COMPLIANCE IS MANDATORY**

## Document History Log

STATUS/ CHANGE/ REVISION	CHANGE DATE	ORIGINATOR/ PHONE	DESCRIPTION
Basic	8/16/2004	Patricia Morrissey	
Revision	10/07/2007	Kevin Carey	Document Changes Ownership
Revision	8/04/2009	Larry Manning	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 anew 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		Larry Manning	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

## Subject

Construction Permits

## Responsible Office

JC/Facilities Engineering and Real Property Management Division, Ext. 4-1085, M/S 213-1

## 1. Policy

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:

- A safe, environmentally responsible working and living environment
- Communication among involved organizations/individuals
- Proper and timely inspection of work
- 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).

- A. 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.
- B. Before applying for a Construction Permit (see Form ARC 57) 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 Ames Facilities Planning Office for review and must obtain an Ames Facilities Planning Group clearance prior to applying for a Construction Permit. For NASA Research Park projects, these plans are to be submitted to the NASA Research Park Design Review Board (see APR 8822.1) and must obtain NASA Research Park Design Review Board approval prior to applying for a Construction Permit. These 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 Branch will participate in these preliminary reviews.
- D. Issuance of Construction Permits is coordinated through the Construction Permit Office of the Facilities Engineering Branch.
- E. All permitted work must be designed, performed, and constructed in accordance with appropriate codes, standards, and regulations. It 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).
- F. 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.
- G. 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 use and/or occupancy classifications described in the most current edition of the

California Building Code must be the use 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:

- A. Utility systems including electrical, communications, water, sewer, storm drains, natural gas, and compressed air systems.
- B. Fire protection systems including fire suppression systems and life safety alarm subsystems.
- C. Modification(s) that effect 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 or assets at Camp Parks. Additionally, all new equipment, material and installation must comply with all current codes, standards and requirements.
- D. Security Access systems & 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.
- E. Emergency repairs need a Construction Permit for all work that significantly modifies the original system. Emergency repairs do not require a permit prior to starting work. Emergency is defined as an unexpected occurrence from which serious consequences will arise without prompt action. When a Permit is required, it must be submitted for review within 15 calendar days from the start of the emergency.
- F. 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 APR1700.1 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; the Air National Guard's Temporary Use Areas; and all property constituting Camp Parks. 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 (excepting Camp Parks) are displayed in Appendix A.

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 mutual written agreements. Specifically, a permit agreement between NASA Ames and the Air Force excludes the Air National Guard "Cantonment Area."

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

- NPD 8710.5 Policy for Pressure Vessels and Pressurized Systems
- NPR 8715.3 NASA General Safety Program Requirements
- NPR 8820.2 Facility Project Requirements
- NASA-STD-8719.7 Facility Systems Safety Guidebook
- NASA-STD-8719.11 Safety Standards for Fire Protection
- NASA-STD-8719.17 NASA Requirements For Ground-Based Pressure Vessels And Pressurized Systems (PV/S)
- APR 1700.1 Chapter 10 Ames Health & Safety Procedural Requirements -- Pressure Systems
- APR 8829.1 Construction Permit Process
- NFPA 101 Life Safety Code
- California Building Code

### 5. Responsibilities

#### 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 of the Facilities Management Branch.
3. Delegates governing authority as the Center's Chief Building Official to the Chief of the Facilities Management Branch.
4. Delegates governing authority 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

1. Approves/disapproves all Construction Permit applications.
2. Approves/disapproves all Construction Permit Waivers.

3. Certifies the completion of construction.
4. Enforces the requirements of APR 8829.1.

D. Authority Having Jurisdiction

1. Appoints representative 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.

## 6.0 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 Chief, Protective Services.

## 7.0 Measurement

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

## 8.0 Cancellation

APD 8829.1, dated September 29, 2009

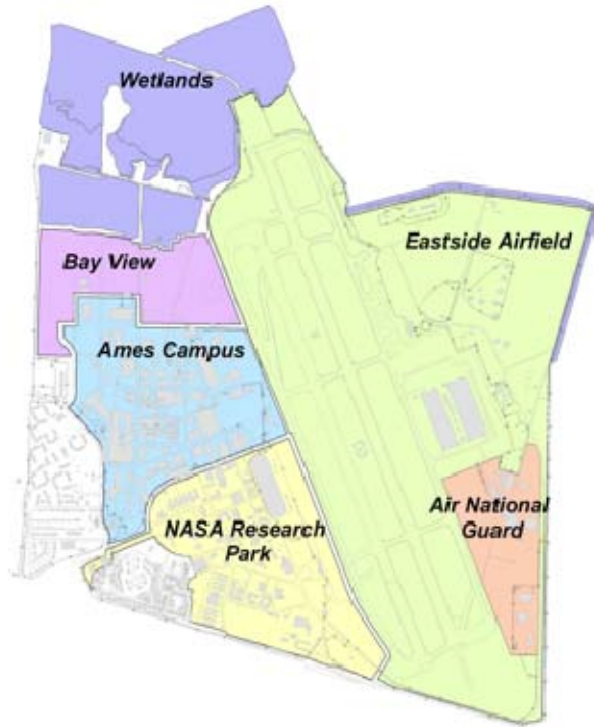
Attachment(s)

S. Pete Worden  
Director

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## Appendix A

### Map of Ames Research Center Areas in which This Policy Applies



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