

VIRGINIA DEPARTMENT OF TRANSPORTATION

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Occupiable Space / Buildings On Roadway Projects	NUMBER: IIM-LD-247
SPECIFIC SUBJECT: Permit Requirements	DATE: August 20, 2009
	SUPERSEDES:
DIVISION ADMINISTRATOR APPROVAL:	Mohammad Mirshahi, P.E. State Location and Design Engineer Approved August 20, 2009

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EFFECTIVE DATE

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- These instructions are effective upon receipt.
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POLICY

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- It should be determined as early as possible in the project development process if the project will involve the construction of a building or other occupiable space, or any work on an existing building or occupiable space.
- The Project Manager shall contact the Administrative Services Division (ASD), Capital Outlay Section as soon as it is determined that any building or occupiable space will be involved.
- Any work on a building or occupiable space on a project within the state right of way must comply with the Virginia Uniform Statewide Building Code.
- The Administrative Services Division (ASD), Capital Outlay Section shall request any required Building Permits from the Bureau of Capital Outlay Management (BCOM).
- For assistance with permits or document requirements, consult the Administrative Services Division (ASD), Capital Outlay Section.

## DEFINITIONS

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- Occupiable Space:
    - A room or enclosed space designed for human occupancy in which individuals congregate for amusement, educational or similar purposes or in which occupants are engaged at labor, and which equipped with means of egress and light and ventilation facilities meeting the requirements of this code.
  
  - Building:
    - A combination of materials, whether portable or fixed, having a roof to form a structure for the use or occupancy by persons, or property.
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## EXAMPLES

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- These instructions include new construction, renovations, additions, upgrades, replacement of systems, and re-roofing.
  
- Some examples include:
  - Pump Stations
  - Bus Shelters
  - Tunnel Portals
  - Vent Buildings
  - Communication/Data Shelters
  - Picnic Shelters
  - Covered Pedestrian Bridges
  - Ferry Buildings
  - Storage Buildings
  - Inspection/Security/Booths
  - Toll Booths