

Project: Project Name & (eB #)

Cornell funded projects at Endowed (non-State) facilities typically follow Permit Requirements outlined in D3a. Confirm at project onset the approval path with OUA/Planning and CCF Director or CCF AHJ. Also refer to D3b for related Municipal Approval requirements (If required).

- *State College project using Cornell Funds at Cornell building follow D3*
 - *Endowed College project using Cornell Funds at State Building follow D4*
 - *SUCF Managed or SUCF Campus-Let projects on Cornell land refer to CCF Director and OUA/Planning*
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- Go to FCS Website/ Facility Information: Obtain initial read on building jurisdiction, building ownership, historic building, and historic district
 - Verify AHJ with FM and/or CCF AHJ prior to engaging local AHJ
 - Verify historic information with OUA/Planning and Cornell GIS information (*State bldgs. or State-Funded see D4 for buildings over 50 years old*)
 - Confirm building has Certificate of Occupancy (*Complicates future permitting*)
 - Review project in early SD with AHJ (*Weekly City of Ithaca and Monthly Town of Ithaca Meetings – or Other*)
 - Historic Building or Historic District, engage OUA early for project approach and external review/approvals. Cornell Counsel and OUA shall review all material prior to external submissions
 - City of Ithaca – Ithaca Landmark Preservation Office (ILPC)
 - Other Municipalities – typically the State Historic Preservation Office (SHPO)

- Review project in SD with EH&S Fire Marshal and appropriate Fire Department (*Ithaca Fire Department, Cayuga Heights Fire Department, etc.*)
 - Written Fire Department approval required for most Municipal/AHJs
- Confirm code compliance path early and identify code variances (If required)
- Projects with chemical use or within buildings having chemical use, determine requirements for survey/inventory before Consultant Selection
- Projects that physically span multiple jurisdictions may require MOU
 - If MOU required, engage CU Council early – long process
- City/Town:
 - [Ithaca Energy Code Supplement](#) – Once Approved

Note: *Also track in construction hot work permits, changes to fire alarm or suppression systems, etc.*