Charter School Facility Approval Check List

CHARTER APPROVAL

- ☐ Complete Petition
- ☐ Request CCSA Petition Review
- ☐ Submit petition to District
- ☐ Review District approval schedule
- ☐ Board of Education approves charter

Site Identification

- ☐ Work with a Broker to find a site
- ☐ Identify zone ("By Right" zone required for fast track projects)
- ☐ Visit sites
- ☐ Evaluate buildings
- ☐ Negotiate Lease- (Attorney should review final lease)

Project Feasibility

- ☐ Hire Architect to take project through approval
- ☐ Set up meetings at local Building Department
- ☐ Review exiting and fire alarm systems with Fire Marshal
- ☐ Your project is not in a zone that allows schools "by right"

Planning Dept. Approval Required

- ☐ Identify Conditional Use Permit requirments/ process
- ☐ Schedule an Early feasibility meeting with traffic (DOT)

Prelim Design

- ☐ Prepare preliminary plans
- ☐ Finalize zoning code information
- ☐ Finalize Fire District requirements
- ☐ Check Highway Dedication- street widening requirements
- ☐ Check Sewer Availability
- ☐ Check water pressure with local utility company if fire sprinklers will be required

Prelim Review

Submittal

- ☐ Submit full set of plans for review.
- ☐ Pay plan check fee.

PLAN CHECK WILL REVIEW:

- ☐ E-Occupancy requirements
- ☐ Hydrant locations & site access
- ☐ Accessibility requirements
- ☐ Fixture Count
- ☐ Structural (if required)
- ☐ Public Works will Review off-site plans if required

Corrections

Approvals

- ☐ Obtain agency clearances
- ☐ Pay Sewer fee
- ☐ Finalize plan approval
- ☐ Additional permits will be required for:
  - ☐ Mechanical
  - ☐ Electrical
  - ☐ Fire Alarm
  - ☐ Fire Sprinkler
  - ☐ Elevator
  - ☐ Off-Site Work
  - ☐ Grading
  - ☐ Signage

Submittal

- ☐ Submit Master Land Use & Environmental Application
- ☐ Retain licensed traffic enginner to prepare a traffic analysis

Approval Conditions

- ☐ City Planning Department will Review applications, Conduct required public hearings, CEQA compliance, develop CUP conditions of approval.
- ☐ Landscape plans may be required from a licensed landscape architect
- ☐ Specific Plans or overlay zones may require seperate review and additional submittal documents
- ☐ If a full traffic study is required it may take up to six months for review and approval.

Approvals

- ☐ Final CUP approval will be required to obtain a Building Permit

PERMIT

- ☐ Pay Permit Fees
- ☐ Permited drawings to be located at the job site
- ☐ Copy permit set for your files
- ☐ Contact Utility Comp. to Schedule service

Construction

- ☐ Start Construction
- ☐ Construction Manager recommended
- ☐ Architect will respond to Requests for Information (RFI's) and change order requests
- ☐ Attend Construction meetings
- ☐ Schedule delivery of furniture & equipment- Move in Plans

Inspections

- ☐ GC will Call for required Inspections
- ☐ Special testing and Inspection services may be obtained
- ☐ Fire will Test fire alarm &/or sprinkler systems

Completion

- ☐ GC will Request final Inspection
- ☐ Inspectors verify work and sign completion card
- ☐ Review Punch List with Architect
- ☐ Request Close out doucments, warranties
- ☐ Request As Built Plans
- ☐ Verify CUP conditions are met
- ☐ Landscape Architect will have to verify that approved plans have been followed

Certificate of Occupancy

- ☐ Submit CO to Authorizing District
- ☐ Furniture, and Equipment Delivery and setup
- ☐ Training for use of Alarm System and Mechanical equipment
- ☐ Prepare Emergency Plan in compliance with SEMS
- ☐ Division 4 permit from the Fire Department

OCCUPANCY

- ☐ Schedule Opening Day Events