

Minor Project Final Plan Review Procedure

HLS Procedure Number C-028

Adopted under the provisions of Sections 6(a)(iii)(D) of the Ch. 3 Construction Rules and Regulations for Healthcare Facilities.

Throughout this policy:

- Healthcare Licensing and Surveys is referred to as “HLS.”
- “Plans” includes all submitted drawings, specifications, and/or calculations.

Purpose:

Establish a procedure to identify “minor” projects that do not require final plan review by HLS, and providing a healthcare facility with an option of requesting a final plan review for “minor” projects.

Policy:

During the preliminary plan review, the plan reviewer assigned to the project will evaluate the scope of the project to determine if it meets all of the following criteria:

1. The project will not affect 50% or more of a smoke compartment.
2. The project will not affect 50% or more of the building.
3. The project will not affect more than 4,500 sq. ft. of the entire facility.

If the project meets the above criteria and the preliminary plan review results in acceptance to proceed with final plans, the plan reviewer is to inform the facility in writing that:

1. The project meets the criteria to be categorized as a “minor” project.
2. Final plan review by HLS will not be required by the Wyoming Department of Health.
3. Final plans submission is required.
4. Where required by HLS policies, the final plans shall be prepared by Wyoming-registered design professionals.
5. The healthcare facility has the option of requesting final plan review by HLS or retaining a third-party plan reviewer.
6. If the project is located in a municipality that has been delegated jurisdiction, the municipality’s requirements regarding plan review must be met.
7. If significant changes are made from the accepted preliminary plans, those changes shall be submitted to HLS for review.
8. If the facility opts not to have HLS review the final plans, they do so with the understanding that any deficiencies resulting from a licensure construction survey or subsequent Life Safety Code and/or health surveys will require corrective action by the facility, contractors, and/or design team.
9. This “minor” project determination is for the referenced project only. Any future projects will have to be evaluated by HLS to determine if they can also be categorized as “minor” projects.