

Waiver Criteria for Construction Plan Reviews

HLS Policy and Procedure C-016

*Adopted under the provisions of Sections 6 (a)(ii) (C) of the
Chapter 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:

The purpose of a waiver criteria for construction plan reviews is to establish criteria for waiving a preliminary or final plan submission. This policy will allow HLS to more effectively and efficiently manage projects

Policy:

The preliminary or final plan submittal will be waived when certain criteria are met as outlined below.

1. When all of the following are applicable preliminary and/or final plans will be waived:
 - The project is a minor alteration that does not affect the integrity of the building’s supporting structure, fire protection systems, mechanical systems, and plumbing systems.
 - There is no change in the use of a space or room that would normally involve the application of the Chapter 3 Construction Rules and Regulations adopted codes and standards.
 - The project will not change the functional operation of the facility.
 - The occupancy classification will not change.
 - The project will not affect the fire safety of the building.
 - There is no increase in the facility’s bed capacity as a result of this project.
2. If the following is applicable the final plans will be waived:
 - The preliminary plan review determined the preliminary plans were in compliance with the Chapter 3 Construction Rules and Regulations and the adopted codes and standards applicable to the project; therefore, no further design development is required.
3. If the following is applicable the preliminary and/or final plans will be waived:
 - The project meets the definition of routine maintenance. *Routine maintenance means the repair or replacement of existing equipment, room finishes and furnishings, and similar activities. Additional clarification regarding this definition can be found in the Chapter 3 Construction Rules and Regulations.*

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Procedure:

1. If the Engineer responsible for reviewing the preliminary submission determines to waive the preliminary and final plan review, the Project Manager will notify the Owner or Owner's representative by email.
2. If the Engineer responsible for reviewing the project determines the project to be routine maintenance, they will draft a "Routine Maintenance" letter. The Project Manager will email the letter to the Owner or Owner's representative and all interested parties.
3. If the Engineer responsible for reviewing the project determines to waive the review of preliminary and/or final plans they will draft a letter or email to the Owner or Owner's representative. The Project Manager will send the email and/or letters to the Owner or Owner's representative and all interested parties.
4. If the Engineer responsible for reviewing preliminary plan review determines to waive the final plan review, they will draft a "Proceed with Construction" letter. The Project Manager will email the letter to the Owner or Owner's representative and all interested parties.
5. In the case where preliminary plans have been deemed acceptable to "Proceed with Construction", they must be stamped by a design professional registered for practice in the State of Wyoming in accordance with HLS Procedure C-025. Acceptable plans will then be returned to the Owner or Owner's representative with the "Proceed with Construction" letter with a cc to the Architect in order to allow the project to go forward.

HLS Policy and Procedure C-016 is subject to change without prior notice.

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