



Ames Policy Directive

APD 8829.1

Effective Date: May 16, 2023

Expiration Date: May 16, 2028

COMPLIANCE IS MANDATORY

Subject: Construction Permits

**Responsible Office: Code JC / Facilities Engineering and Real Property
Management Division**

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	-	5/16/2023	Formatting revisions and edits for NPR 1400.1 compliance resulting in a new baseline.

1. POLICY

a. This directive establishes Ames-specific policies and responsibilities for construction activities at Ames Research Center. This policy is intended to assure that the following is provided at Ames Research Center:

- (1) A safe, environmentally responsible working and living environment
- (2) Communication among involved organizations/individuals
- (3) Proper and timely inspection of work
- (4) Configuration management

b. It is the policy of Ames Research Center that all construction work at Ames Research Center is to be reviewed in adherence to all appropriate and applicable building and construction codes and standards. This review will be performed according to a Construction Permit Process established for the request, review, and approval of all Construction Permits at Ames Research Center and the NASA Research Park (see APR 8829.1, Construction Permit Process).

c. A Construction Permit is required for all facility and construction work that occurs at Ames Research Center falling under the authority of this directive.

d. Construction work that does not have a Construction Permit will be automatically deemed non-conforming. The Chief Building Official is authorized to stop and will stop all work for which a Construction Permit should have been obtained. Work can be stopped until a permit is issued or a waiver is granted.

2. APPLICABILITY

a. This APD is applicable to all real property under the jurisdiction of Ames Research Center and, throughout this document are referred to as Ames Research Center (ARC), including:

- (1) the area commonly known as the Ames Research Center Campus;
- (2) the planning areas known as
 - (a) Shenandoah Plaza Historic District and the NASA Research Park South Campus (together referred to as the NASA Research Park (NRP)
 - (b) Bay View,
 - (c) Wetlands,
 - (d) Eastside Airfield,
 - (e) the Storm Water Retention Pond,
 - (f) the Eastern Diked Marsh, and
 - (g) the Western Diked Marsh; and
- (3) the Air National Guard's Temporary Use Areas.

b. This APD is not applicable to lands at Crows Landing Flight Facility in Patterson, CA. Additionally, Ames may exclude property or properties from this directive through mutually written agreements.

Note: Refer to Appendix C for a map showing the boundary of the ARC area of authority.

- c. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

- a. NPD 8700.1, Policy for Safety and Mission Success
- b. NPD 8820.2, Design and Construction of Facilities

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 8715.1, NASA Safety and Health Programs
- b. APR 8829.1, Construction Permit Process
- c. NASA-STD-8719.11, Safety Standards for Fire Protection

5. RESPONSIBILITY

- a. **Center Director** is responsible for resolving Permit or Code/Standard appeals when requested by NASA Tenants for Leased Facilities or installations.
- b. **Division Chief for Facilities Engineering and Real Property Management Division** is responsible for resolving Permit or Code/Standard appeals when requested for NASA Facilities or installations.
- c. **Chief of the Facilities Engineering Branch** is responsible for:
 - (1) Developing, implementing, and managing the Construction Permit Process to fulfill this Policy (see APR 8829.1 Construction Permit Process).
 - (2) Serving as the Center's Chief Building Official.
- d. **Chief Building Official (CBO)** is responsible for:
 - (1) Approving/disapproving all Construction Permit applications.
 - (2) Render interpretations of all Building Code/standards as noted in APR 8829.1
 - (3) Approving/disapproving requests for Construction Permit Waivers.
 - (4) Certifying the completion of construction.
 - (5) Enforcing the requirements of APR 8829.1.
 - (6) Delegating a qualified Acting CBO in their absence.

e. **NASA Fire Marshal (AHJ)** is responsible for:

- (1) Serving as the Center's Authority Having Jurisdiction (AHJ) per NPR 8715.1.
- (2) Appointing representatives to participate in reviews of Construction Permits and Waivers.
- (3) Approving/disapproving all Certificates of Occupancy (Temporary and Permanent).
- (4) Enforcing the requirements of NASA-STD-8719.11.

f. **Permit Applicant** is responsible for:

- (1) Adhering to requirements of APR 8829.1 for permit application and construction completion.
- (2) Obtaining a Construction Permits prior to the procurement of services for or commencement of construction.
- (3) Notifying the organizations and individuals involved and affected by the construction by Centerwide email and posted notices

6. DELEGATION OF AUTHORITY

- a. This document provides for the Center Director's approved delegation of authority for the implementation of this policy and of the position of Chief Building Official to the Chief, Facilities Engineering Branch.
- b. Center Director memo JP: 15-1, dated March 10, 2010, "Reappointment of Ames Research Center's Authority Having Jurisdiction (AHJ) for Fire Prevention and Suppression" provides the delegation of authority as the AHJ to the ARC Fire Marshal.

7. MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. The Chief, Facilities Engineering Branch maintains a log of the Construction Permits, Waivers and Certificates of Occupancy.

8. CANCELLATION

- a. APD 8829.1, Construction Permits, dated September 25, 2017
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Eugene Tu
Director

DISTRIBUTION:

Internal and external distribution.

ATTACHMENT A. DEFINITIONS

Authority Having Jurisdiction (AHJ)	Responsible individual who approves/disapproves certificate of occupancy.
Chief Building Official (CBO)	Chief of the Facilities Engineering Branch approves/disapproves permit requests and certifies completion of construction.
Construction Work	<p>Construction work is defined as tasks that construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, plumbing, or fire protection system, the installation of which is regulated by this code, or to cause any such work to be performed.</p> <p><i>Note: Possible exemptions to the requirement to obtain a permit are listed in the scope and administrative chapter of the California Building Code, section 105.2 (2019 CBC reference). Exemptions from permit requirements will not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the codes and standards or any other laws.</i></p>
Facilities Engineering Branch (Code JCE)	This Branch provides engineering analysis, design, construction, and other facility related services to the NASA Ames community.
Security Access Systems and Intrusion Detection Systems (IDS), Closed Circuit Television (CCTV) systems	Provide physical security systems including security fences, physical security barriers, all doors, and other systems that impact the physical security of Ames asset.

ATTACHMENT B. ACRONYMS

AHJ	Authority Having Jurisdiction
APD	Ames Policy Directive
APR	Ames Procedural Requirements
ARC	Ames Research Center
CBC	California Building Code
CBO	Chief Building Official
CCTV	Closed Circuit Television

**ATTACHMENT C. MAP OF AMES RESEARCH CENTER AND INCLUDED AREAS
(RED LINE DEFINES BOUNDARY)**

