

Facilities Development & Operations

Fixtures, Furnishings and Equipment – Permit Requirements (updated: 08/01/2016)

As with any institution our size and nature, SJSU makes regular purchases of Furniture, Fixtures and Equipment (FF&E). Many of these purchases are completed seamlessly without issue. However, without proper review, purchases/installations may unintentionally violate any number of regulations such as the California Building Code, Fire Code and the Americans with Disabilities Act. Proper review also helps avoid purchases that then can't be installed due to a lack of infrastructure or cause substantial unplanned infrastructure costs. With regard to Permits, FD&O serves the same role as a City Building Department – the Deputy Building Official delegated to SJSU's campus is legally charged with the responsibility to ensure everything built or installed meets all required codes. In order to assist the campus in making informed choices and to ensure code requirements, FD&O has a **Fixtures, Furnishings and Equipment Permit review process** that is necessary for some types of purchases. The information below will provide such guidelines.

If you are changing the use of the space a Request For Change In Space Allocation form may have to be submitted to the President or Vice President of the University before any work can be done. If you are unsure if your project will change the use of the space please consult FD&O. Change of space typically requires reassessment of occupancy, fire life safety, and ADA requirements (Accessibility).

When Building Permits are required:

Building Permits are required to construct, enlarge, alter, repair, move, demolish, or change the occupancy (and type of use) of a building, structure, or space; or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the California Building Code. Requestors shall submit a request for such work to SJSU iService Desk to start the process. All plans and documents are typically furnished by a California registered Design Professional, with whom FD&O will enter into a Professional Design Services Agreement to complete the design, documents and contract administration work. A Building Permit will be issued by the SJSU Deputy Building Official prior to constructing such work.

When FF&E Permits are required:

Furniture, Fixtures and Equipment Permits are required for the following:

- Items weighing over 400 pounds
- items over 5 feet 9 inches in height
- Systems and modular furniture regardless of height
- Anything being installed or placed in a hallway or other area of egress
- Items such as built-in fume hoods, portable fume hoods, generators, kilns
- Orders of more than 5 chairs
- Orders of more than 3 tables
- Fabric wrapped furniture ie. Couches, arm chairs, benches
- Reception Desks, Help Desks, Service Counters

When FF&E Permits are not required, but strongly recommended for review:

When there is doubt, it is recommended that departments request a review by FD&O regarding proposed FF&E items. Often items require dedicated power, structural backing/anchoring for mounting, coordination with and impact to other equipment and consideration of ensuring access to persons with disabilities (i.e. touchscreen monitors), understanding maximum protrusion into paths of egress corridors, visibility, reachability, etc. As such the following items do not require a permit, but submitting an application for one is strongly recommended to conduct proper review by FD&O:

- ceiling mounted projectors
- wall mounted flat screen monitors, digital display systems
- Direct TV installations
- mounted speaker systems
- equipment requiring high demand power such as table saws
- portable refrigerators and freezers not requiring plumbing connections
- lab equipment
- portable generators
- white boards and black boards

When FF&E Permits are not required, and not necessary for review:

- movable fixtures
- bookcases, racks under 5 feet 9 inches and 400lbs
- miscellaneous furnishings under 5 feet 9 inches and 400lbs

How to apply for a Fixtures, Furnishings and Equipment (FF&E) Permit:

1. Read these instructions fully to determine if a permit will be required for your purchase purchase.
2. If yes, requestor completes an FF&E Permit Request Form and submit a service request at the iService Desk <http://admtma.sjsu.edu/>. Please attach the FF&E Permit Request Form to the service request. If no, you may proceed to purchasing.
3. If the project requires changes to the building infrastructure (electrical, mechanical, plumbing, etc.) FD&O will generate a Project Approval Form and send to the requestor for approval.
4. If no infrastructure alteration is required, FD&O will work with the requester to identify a suitable furniture vendor to work with the requester based on the complexity and scope.
5. The Vendor will work with the requestor to develop the layout, quote and details for FD&O to review and issue an FF&E Permit.
6. Once the FF&E Permit layout package is submitted, FD&O's Deputy Building Official will review the package and forward as needed to the State Fire Marshal and Division of State Architect for review and approval. Once review is complete, a FF&E Permit will be issued to the requestor.
7. Requestor is responsible to submit the permit, along with their purchase requisition to the University Finance/Procurement Department.
8. In the event that a FF&E Permit is not issued, the outcome of the review will be emailed to the requester directly.

FF&E Request Form "Description of Work" Clarification

- Tenant Improvement: Remodel, space renovation, space improvement etc.
- Furniture Replacement: Only purchasing furniture that is a direct/identical replacement of existing.

Fees:

FD&O does not charge a fee for FF&E Permits that do not require infrastructure modifications. However, if the work does require infrastructure modifications and a Building Permit, standard project fees of 7% are charged.

FF&E Installations:

Whether or not an FF&E installation permit is required, Systems and Modular furniture is required to be installed by the Furniture Vendor. Equipment requiring mounting or any infrastructure changes may be completed through a request to iService and FD&O. It is advised that requesters not wait but plan installation with FD&O with the scheduled equipment delivery date.

Inspections:

Any work for which any Permit is required and issued shall be subject to inspection by the FD&O Inspector of Record. Work not requiring a Permit may still be inspected on an as needed basis.