**FLOW CHART FOR CAPITAL IMPROVEMENT PROJECTS – (Not required to bid through DCC Plan Room)**

Department of Administration, OFPM-DCC

Project Completion & Final Payment, Post Construction Services per Agency requirements.

Construction underway, A/E provides construction administrative services per Agency requirements.

DCC will perform code related inspections. When relevant code requirements are accepted DCC will issue Certificate of Occupancy.

Part A, Ch. 4 & 5

Agency procures construction services.

DCC & OKSFM reviews & approves the CF. The CF must be approved before permit to build is issued.

Part A, Ch. 5

When applicable submit Code Footprint (CF) for DCC Review.

Part A, Ch. 4 & 5

A/E provides Design Services as negotiated with Agency.

Agency procures A/E Services.

Part A, Ch. 3

Agency obtains project number from DCC.

Part A, Ch. 8

Part

If required by the permit to build, submit A/E approved Fire Alarm and/or Fire Suppression shop drawings to DCC. DCC will review for code compliance approval.

Part A, Ch. 4

A/E submits sealed Construction Documents (CD) for DCC review & approval for permit to build.

Part A, Ch. 4