

SCO Plan Reviews  
Guidance for Small UNC “Download” Projects

SCO is the building code enforcement authority for UNC projects, regardless of project dollar value. At the same time, there are many activities that do not involve building code issues and so may be excluded from SCO review. Examples include, but may not be limited to:

1. Lamp replacement – Changing out lamps and ballasts, such as T12 lamps with magnetic ballasts to T8 lamps with electronic ballasts, while continuing to use the existing light fixture.
2. Like-in-kind replacement – Changing a product out for a new one if the new one is of like kind, such as VFD to VFD, but NOT constant speed drive to VFD motors.
3. Retro-commissioning – Changing controls and programs NOT involving construction.
4. Piping repairs – Repairs to hot water and chilled water piping if NO new routing is involved.
5. Occupancy sensors – Installation of occupancy sensors when NO new switches or wiring is involved.
6. Programmable thermostats – Installation of programmable thermostats replacing existing thermostats.
7. Exit sign replacement – Replacing existing exit signs with LED types when NO additional signs or relocations are involved.
8. Switch relocation – Relocating switches provided NO new ones are added to existing circuits.
9. Replacement flooring – Replacing existing flooring with new, like flooring. Like flooring must be comparable in fire rating/certification and accessibility characteristics.
10. Replacement ceilings – Ceiling tile replacement with new, like tile. Replacement must be comparable in fire rating/certification.
11. Replacement seating – Replacing existing seating with new, like seating of the same dimensions, provided NO changes in seating numbers or locations are involved.
12. Painting.
13. Bathroom partitions – Replacing or repairing existing bathroom partitions with no reconfiguration of space. Replacement partitions must have the same physical characteristics.
14. Shingle roofing – Repair or replacement of shingle roofing, provided no structural elements are involved.
15. Door hardware – Replacing existing door hardware, provided no change in locking functionality or practices such as electronic card access or delayed release are involved. Replacing existing with ADA compliant hardware, such as push bars.

For those download projects that require SCO review, requirements may be satisfied for some with only a narrative description, while others require more documentation or full, sealed construction documents. A seal is required for UNC projects exceeding \$500,000 and for smaller projects involving structural or foundation support system changes or life safety systems. See General Statute 133-1.1 for seal requirements.

A narrative description, alone, is sufficient for projects such as:

1. A lighting retro-fit project involving a large number of lights or buildings.
2. A change in cfm air flow. The narrative must describe how the change meets the current ASHRAE standards for air exchange.
3. Emergency repairs to boilers, chillers, transformers, etc. - An emergency declaration letter is required from the institution's Chancellor to identify such an emergency for immediate repair. Subsequent capital projects to more permanently address the needs will require appropriate project documentation.

Documentation, but not necessarily construction documents, will be needed for projects such as:

1. Changing light fixture types, such as 400 watt metal halide to T5.
2. Changing motor types, such as constant to variable speed drive.
3. The addition of a building automation system.
4. Any addition of equipment that involves new wiring or circuits.
5. Any change in electrical equipment or motors (smaller to larger or vice versa) requiring different wiring or over current protection.
6. Minor changes to wall partitions (non-load bearing) that do not affect required egress.

To determine the nature of review and documentation required for a specific project, prepare a brief description of the project and include a recommendation regarding SCO review and documentation level. Submit the description to Latif Kaid ([latif.kaid@doa.nc.gov](mailto:latif.kaid@doa.nc.gov), 919-807-4095) for a determination. Based on this determination, instructions will be provided regarding how to proceed. Questions may be directed to Latif.