Title: Approval of Construction Plans

Authority: Education Article, §2-303(f), Annotated Code of Maryland

Purpose: The following requirements shall be followed by local school systems and charter schools to obtain the State Superintendent's approval of certain school construction projects.

Applies to:
1. Plans or specifications for the remodeling of or addition to a school building if the remodeling or addition costs more than $350,000.
2. Plans or specifications for the construction of a new school building.
3. Change orders that cost more than $25,000 for the remodeling, restoration, or construction of a school Building.

Exceptions:
1. Capital improvement projects approved for planning and/or funding by the Board of Public Works pursuant to Education Article, 5-301, Annotated Code of Maryland, are not reviewed under these procedures. They are reviewed and approved under the procedures of the Interagency Committee on School Construction, Public School Construction Program.
2. Systemic renovation projects such as mechanical system upgrades, reroofing, and boiler replacements do not require review and approval.
3. Construction and installation projects for portable classroom buildings do not require review and approval.
4. Projects in buildings used for administrative, operations, maintenance, and storage use only do not require review and approval.

Procedures:
1. Requests for approval shall be in writing from the local school system or, for charter schools, from the local school system as chartering authority.
2. The local school system or chartering authority shall review and approve the project to its satisfaction prior to submission of the request for approval to the State Superintendent.
3. The local school system or charter school shall obtain all approvals required by the fire marshal and other State and local agencies prior to submission of the request for approval to the State Superintendent.
4. The Maryland State Department of Education may inspect the site and may require review by other State agencies as a part of its evaluation.

5. The State Superintendent shall approve or disapprove the project in writing.

6. If the State Superintendent disapproves a project, the Superintendent shall state the reasons for disapproval in writing.

7. Requests for approval shall be addressed to:

   Barbara J. Bice, R. A.
   Chief, School Facilities Branch
   Maryland State Dept. of Education
   200 West Baltimore Street
   Baltimore, Maryland 21201

**Information to be submitted (State action):**

1. Notification of intent to proceed with a project (information)

2. Educational specifications or architectural program statement (review and comment)

3. Schematic design documents (approve)

4. Design development documents (approve)

5. Construction bid documents (approve)

6. Construction contract award - bid tabulations, alternates, record of local board action (approve)

7. Change orders over $25,000 (approve)

8. Certification of completion (information)

**For further information please contact:**

Barbara J. Bice, R. A.
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