



### Determining if a Project Requires a Designer

**Does project involve:**

- 1) Construction of new buildings or structures (regardless of funding source)
- 2) Major maintenance, repair, or renovation by direct appropriation or exceeding \$100,000
- 3) Renovation of any building or structure (regardless of size or cost) which changes the functional use or operation of space in existing buildings structures

All NO

Any YES

**State Building Commission**  
approval **NOT** required

**State Building Commission**  
approval required

**Designer required**  
Consult with project manager  
Use Campus Consultants- Architect or Engineer

**Designer not required**  
No action required

**A.** Does work fit Fire Marshal's definition of construction: "the erection of a new building, an addition to an existing building, a change of occupancy, an alteration that alters the exit arrangement, fire resistive assemblies, or type of construction, or involves the installation of fire suppression or detection systems or fuel fired equipment."  
(Excavation and site preparation are not included.)"

Yes

No

**B.** Does project provide construct or renovate a public work involving architecture, engineering, or landscape architecture?

Yes

No

**C.** Is total cost greater than \$25,000?  
**D.** Does project change the Structural, Mechanical or Electrical System?

Either

Both

**Designer required**

- submits SBC
- forms if not a line item
- appropriation
- submits list of 3
- preferred designers
- Designer selected by SBC (May use Regional Architect or Engineer Consultant)

**Designer NOT required**  
Campus submits SBC forms if not a line item appropriation