

## Administrative Requirements for Fire Safety Shop Drawings

In addition to standard fire safety technical issues for shop drawings, DEB has requirements that are administrative in nature. These requirements help to create uniformity in shop drawing submissions. The requirements are as follows:

- Include a transmittal with each submittal including the project manager's name, phone number, email, state project number, and a description of the project.
- Shop drawings shall be reviewed and approved by the Architect / Engineer prior to submitting the shop drawings to DEB.
- Drawings shall be prepared by a certified NICET Level III or IV technician. Place the name and NICET certification number on the plans. Confirm the certificate is current.
- Provide the state project number on shop drawings and product data sheets.
- The drawings are the property of the Commonwealth of Virginia. Remove copyright notices and limitation of use statements.
- Provide a separate PDF file for the drawings, for the product data, and for the calculations.
- A 4-inch x 2-inch area (long dimension oriented horizontally) shall be reserved in the upper right corner of the title block of full-size shop drawing sheets as well as the cover page of the submittal product data package and the calculation package for the State Building Official (SBO) approval stamp. This area shall be completely blank on sheets with the exception of the borderline. See the [CPSM Appendix S](#) *DEB ELECTRONIC DOCUMENT REVIEW (EDR) PROCESS DOCUMENT SUBMITTAL REQUIREMENTS* for electronic submission requirements.
- Upload the entire submittal via BITS as a 1-ZS submission, complete with A/E review stamps. Provide separate PDF files for the full-size shop drawing sheets, the submittal product data package, and the calculation package, if applicable.



(Continued on Page 2)

### Also in this issue:

- Capital Outlay Form Submission Processing (p. 2)
- Is Your Agency's BITS Directory Current? (p. 3)
- Permit Documents Available in BITS (p. 3)

### Announcements:

- Upcoming VCCO Seminar (p. 4)
- DEB Launches New Website (p. 4)
- Employment Opportunity (p. 4)
- VCCO Certifications (p. 5)
- Form Updates (p. 5)



- Upon receipt of the uploaded document submission, a CO-17ASD (Approved Shop Drawing) form will be created in BITS on your behalf. Once this form is approved and the SBO stamp is applied digitally to the documents, an email notification will be sent to you with a link to download the approved documents.

These requirements are for fire alarm and fire sprinkler shop drawings. The requirements for access control, kitchen hood fire suppression and clean agent fire suppression are similar. The Shop drawing review process will be expedited by providing this information.

## **Capital Outlay Form Submission Processing: CO-4, CO-5, and CO-6**

The purpose of the capital outlay forms - CO-4 (Schematic), CO-5 (Preliminary) and CO-6 (Working Drawing) - has evolved due to: 1) greater oversight by the Six-Year Capital Outlay Plan Advisory Committee (6-PAC) of Pool funded projects, 2) the recent JLARC Study of the capital outlay process, and 3) the incremental authorization of funds for planning, design and construction. Because of these factors, the Division of Engineering and Buildings (DEB) approval processes for these capital outlay forms has been revised to meet these requirements and coordinate the technical review and approval process with the funding review and approval process.

Coordinating the technical (State Building Official) review and approval of documents submitted at each of these design stages with CO-2 form approval process (DEB and Department of Planning and Budget – DPB) is necessary to ensure that authorized funding is provided and the CO-2 for that funding is approved in a timely manner.

Managing the timely submission of forms is the responsibility of the Agency Project Manager.

The referenced capital outlay form approval processes are the same. There are three scenarios.

1. If capital outlay form is submitted before the technical review is approved, the form will be rolled back to the agency with a request to resubmit it after DEB approves the technical submission.
2. If capital outlay form is submitted before the CO-2 has been submitted or before funds have been authorized by the General Assembly, the form will be rolled back with a request to resubmit it upon approval of funding.
3. If technical review has been approved and the CO-2 for the next phase has been submitted but is under review by DEB or DPB, the capital outlay form will be placed on hold pending approval of the CO-2.

These criteria and processes are being implemented to ensure that 6-PAC direction is followed, VPPA and CPSM procurement policies are complied with, JLARC Study recommendations are implemented, and only authorized funds are committed and expended.



DEPARTMENT OF  
GENERAL SERVICES

## **DEB Newsletter #86 Fall 2025**

### **Contact Us**

1100 Bank Street, 6th Floor  
Richmond, VA 23219  
Phone: 804-786-3581  
Fax: 804-225-4709  
Email:  
[CapOut@dgs.virginia.gov](mailto:CapOut@dgs.virginia.gov)

### **Quick Links**

[BITS](#)  
[Budget Development](#)  
[CPSM](#)  
[CPSM & VCCO Training](#)  
[DEB Contacts](#)  
[DEB Home Page](#)  
[DEB Notices](#)  
[Documents & Forms](#)  
[Permits & Certificates](#)

The DEB Newsletter is a quarterly publication of the Department of General Services' Division of Engineering & Buildings. Prior Newsletter issues are available on the [DEB Newsletter webpage](#).

To subscribe, visit the self-service [DEB Newsletter Subscription webpage](#).

# Is Your Agency's BITS Directory Current?

The DEB Admin staff welcomes any and all updates to your agency's list of current BITS users. Whether you are welcoming an addition to the team, identifying a new AAC, saying farewell to a coworker approaching retirement, or severing access granted to a recently terminated employee, BITS user administration is as easy as submitting a simple form.

Navigate to the [BITS Access page](#) of the DEB website to find links to both UAR Forms and AAC Forms. One form is used to grant new access, update a user's permissions set, or to disable access. We ask that requests to disable users be submitted within 24 hours of the expiration of their role. Contact us at [BITS@dgs.virginia.gov](mailto:BITS@dgs.virginia.gov) with any questions, or to request a list of your agency's active users. Maintaining accurate, up to date access is vital to our data security and workflow efficiency. Thanks for doing your part!



DEB Newsletter  
#86 Fall 2025

## Permit Documents Available in BITS

A reminder to BITS users: agencies have the ability to download permit documents associated with CO-17s within BITS. Click the “Key Dates/Addenda” tab within the form, then the desired link for drawings or project manual. Choose “Download” on the following page and a PDF will download in your browser. View the document by clicking the download notification in your browser or within the Downloads folder in File Explorer.

CO-17, Building Permit for Construction

Home > Forms Home Page > BCOM Form kstuber | v1.9

Agency 212	Project 18709-000	Form Name CO-17	Form Status APPROVED	Links Click Here	Form Actions Save Print	Project/Form Building Systems/Shop/Convey Key Dates/Addenda Contacts Attachments BO Action Audit																	
Key Dates						AARB Approval Date <input type="checkbox"/> N/A 03/07/2025 <input type="button" value=""/>																	
Date of Plans & Specifications						<table border="1"><thead><tr><th colspan="2">Add</th><th colspan="3">Edit Date Description Link to Download Documents Delete Editor</th></tr></thead><tbody><tr><td><input type="button" value=""/></td><td>10/15/2025</td><td>Permit Set (Drawings)</td><td><a href="https://studio.bluebeam.com/share/drczu3udcrtpud">https://studio.bluebeam.com/share/drczu3udcrtpud</a></td><td><input type="button" value="X"/></td><td>BCOM Permit Doc Admin</td></tr><tr><td><input type="button" value=""/></td><td>10/15/2025</td><td>Permit Set (Project Manual)</td><td><a href="https://studio.bluebeam.com/share/x2cpoukc3t9fp">https://studio.bluebeam.com/share/x2cpoukc3t9fp</a></td><td><input type="button" value="X"/></td><td>BCOM Permit Doc Admin</td></tr></tbody></table>	Add		Edit Date Description Link to Download Documents Delete Editor			<input type="button" value=""/>	10/15/2025	Permit Set (Drawings)	<a href="https://studio.bluebeam.com/share/drczu3udcrtpud">https://studio.bluebeam.com/share/drczu3udcrtpud</a>	<input type="button" value="X"/>	BCOM Permit Doc Admin	<input type="button" value=""/>	10/15/2025	Permit Set (Project Manual)	<a href="https://studio.bluebeam.com/share/x2cpoukc3t9fp">https://studio.bluebeam.com/share/x2cpoukc3t9fp</a>	<input type="button" value="X"/>	BCOM Permit Doc Admin
Add		Edit Date Description Link to Download Documents Delete Editor																					
<input type="button" value=""/>	10/15/2025	Permit Set (Drawings)	<a href="https://studio.bluebeam.com/share/drczu3udcrtpud">https://studio.bluebeam.com/share/drczu3udcrtpud</a>	<input type="button" value="X"/>	BCOM Permit Doc Admin																		
<input type="button" value=""/>	10/15/2025	Permit Set (Project Manual)	<a href="https://studio.bluebeam.com/share/x2cpoukc3t9fp">https://studio.bluebeam.com/share/x2cpoukc3t9fp</a>	<input type="button" value="X"/>	BCOM Permit Doc Admin																		
Estimated Construction Start Date <input type="checkbox"/> N/A 10/15/2025 <input type="button" value=""/>						BCOM Lead Reviewer																	
Estimated Construction Completion Date <input type="checkbox"/> N/A 04/20/2026 <input type="button" value=""/>																							
Construction Value						Revised By																	
Estimated Construction Value \$57,812,888																							
Addenda						Revised By																	
Date Last Addendum Issued <input checked="" type="checkbox"/> N/A <input type="button" value=""/>																							
Last Addendum Number <input checked="" type="checkbox"/> N/A <input type="button" value=""/>																							
Link to Download Documents <table border="1"><thead><tr><th colspan="2">Add</th><th colspan="3">Edit Description Link to Download Documents User Date Delete</th></tr></thead><tbody><tr><td colspan="2"></td><td colspan="3">No records to display.</td></tr></tbody></table>						Add		Edit Description Link to Download Documents User Date Delete					No records to display.										
Add		Edit Description Link to Download Documents User Date Delete																					
		No records to display.																					

## Upcoming VCCO Seminar

DEB is pleased to announce the upcoming spring session of the Virginia Construction Contracting Officer (VCCO) Seminar. Sessions will be held virtually on four half days from February 10-19, 2026. To receive more information, please fill out a [VCCO Seminar Interest Form](#).



DEPARTMENT OF  
GENERAL SERVICES

DEB Newsletter  
#86 Fall 2025



## DEB Launches New Website

The Division of Engineering and Buildings is excited to announce the debut of its new website. Located within the new DGS site, the DEB pages display the same information you've come to rely on, but in a modern format that is more user friendly to visitors and staff alike. Check it out at: [Division of Engineering & Buildings](#).

## Employment Opportunity

### State Review Electrical Engineer - EE025

DEB is seeking a qualified licensed Engineer to perform tasks related to Electrical Engineering Review of building plans and specifications and inspection of construction. As experienced design professionals, State Review Architect / Engineers exercise their knowledge, skills, and abilities to improve the design of large and small public institutional and academic structures throughout the Commonwealth.

This position ensures building code compliance, best practices for design development, construction detailing, and the proper use of public funds through reviews, comments, and collaboration. In addition, unique alternative technical design solutions are researched and evaluated. Field work provides the opportunity to travel throughout the Commonwealth and observe and inspect construction at all stages.

# VCCO Certifications

The following individuals recently passed the Virginia Construction Contracting Officer (VCCO) certification examination:

- **Corey Richie**, Department of Conservation and Recreation
- **Stacey Purinton**, University of Mary Washington



DEB Newsletter  
#86 Fall 2025

Virginia Construction Contracting Officers are state and local government employees who have completed the necessary training and successfully passed a multi-part examination focused on state procurement law, policy and procedures. VCCOs perform several key functions in delivering projects including the procurement of professional services; the receipt, opening and review of bids; and in some cases the approval of CO-8 forms for recommending the award of construction contracts.

## DEB Forms Updates

The form listings below identify the forms that have been added or revised and describes the forms.

Form Name	DGS Form #	Version
Covered Institution Procurement Procedure Summary for Construction Management at Risk	DGS-30-900	11/25
Covered Institution Procurement Procedure Summary for Design-Build	DGS-30-901	11/25



DEB Newsletter #86 Fall 2025