



DEB Notice 073126

(Effective: 07/31/2026)

2026 Edition - Construction & Professional Services Manual - Revision 0

I. Purpose of this Notice:

The purpose of this notice is to announce the issuance of Revision 0 of the 2026 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2025 Edition was issued on 03-17-2025.

This and other recent editions of the CPSM are available on [DEB's website](#) for viewing or download.

Recently revised capital outlay forms, available on the DEB Forms Center, are listed.

II. Summary of Changes

The changes incorporated into Revision 0 of the 2026 Edition of the CPSM are as follows:

A. Chapter 1 – Introduction

General

Added hyperlinks to PPEA and ESCO in the *Code of Virginia*.

General

Revised Section 1.0 for 2026 CPSM, Rev. 0.

Manual Description

Revised Section 1.1 to reference Section 4.19.4 for Building Code, CPSM, and Procurement Compliance.

Revisions to the Manual

Revised Section 1.1.2 to clarify that revisions to the Manual are applicable to all projects without approved working drawings as of the stipulated date of the CPSM.

Capital Outlay vs. Non-Capital Outlay Projects

Revised Section 1.3 for to clarify that Work for both types of projects shall be completed in accord wit the VUSBC and procured in accord with the VPPA.

Construction Project Fund Types and Management

Added Section 1.3.4 for information pertaining to the public fund categories: Capital Funds and Non-Capital Funds.

Pool Process

Added Section 1.7 for information pertaining to the Pool Process.

B. Chapter 2 – Definitions

Added the following definitions:

ADA90 Transition Plan

Building Owning Agency

Code Modification Request

CPSM Waiver Request

Delegated Design

Design Assist

Project Fiscal Agency

Revised the following definitions:

Building Official

C. Chapter 3– Architectural and Engineering Services

High-risk Contract Review

Modified Section 3.1.1.4 for submission to DEB for review of High-risk Contracts, for both solicitation and award of contracts for professional services.

Design Assist

Added Section 3.1.2.3 to clarify that Design Assist is not permitted.

Changes to A/E Contract

Modified Section 3.2.6 for the impact to the “Design-not-to-exceed” Budget due to project delays by the Owner.

D. Chapter 4 – Code and Technical Requirements for All Buildings on State Property

Roof Coatings and Roof Recover Over Existing Roofs

Modified Section 4.1.2.13 to clarify that roof recover is prohibited without approval of the DEB Director.

Automatic Receptacle Control

Added Section 4.1.2.37 for split-controlled receptacles.

Construction Indoor Air Quality Management

Added Section 4.1.2.38 for construction projects in occupied buildings.

Risk Category

Added Section 4.1.2.39 for determination of Risk Category for buildings occupied by students on campuses for Institutions of Higher Education.

Accessibility Standards for State-Owned Facilities

Modified Section 4.2 to clarify that Agencies are responsible for having created and implemented an ADA90 Transition Plan to make their programs accessible.

Storage in Kitchens and Kitchenettes

Added Section 4.2.2.20 to clarify minimum accessible storage requirements in kitchens and kitchenettes.

Baby Changing Facilities in State-Owned or Leased Buildings

Modified Section 4.4.3.1 for baby changing station facility requirements in existing buildings.

State Building Construction in Floodplain

Modified Section 4.7 for construction in a floodplain.

State Building Official

Modified Section 4.19.1 to clarify that authorities and IHE who contract with DEB for building official services shall comply with Chapter 5 document submission requirements.

Industrialized Buildings Used as Construction Trailers

Modified Section 4.19.3.4 to clarify that construction trailers under the direct control of the contractor are exempt from DEB permitting requirements.

Industrialized Buildings without a Virginia Registration Seal

Modified Section 4.19.3.4.7 to clarify submittals required for DEB review.

Permit Documents for Industrialized Buildings

Modified Section 4.19.3.4.9 to clarify submission requirements of electronic documents to DEB for review and approval.

Permit Documents

Modified Section 4.19.3.5.9 for Towers.

Inspection / Certificate of Use

Modified Section 4.19.3.5.10 for Towers.

Site Adaptation Design for Prototype Structures

Modified Section 4.19.3.7.2 to clarify that Standard / Prototype Design documents shall be submitted in a separate volume from Site Adaptation Design documents.

Building Code, CPSM and Procurement Compliance

Modified Section 4.19.4 in its entirety for Code Modification Requests and CPSM Waiver Requests.

Inspection Reports

Modified Section 4.20.3 to require Agency Project inspection reports to be uploaded to the DEB [Agency Project Inspector Reports portal](#).

Building Systems Commissioning

Modified Section 4.21 to require commissioning for Building envelope, with specification requirements for commissioning.

Federal Energy-Related Credits and Deductions and Utility Company Incentive Programs

Modified Section 4.23 for energy credits, deductions and incentives.

E. Chapter 5 – Project Submittal Standards

Non-Capital Outlay Construction Projects

Modified Section 5.1.1 to specify that non-capital outlay construction projects are subject to Working Drawing review by DEB.

Project Manual /Specifications Arrangements for JOC

Modified Section 5.3.3 to clarify that Job Order Contract Use Form DGS-30-480 is to be completed to identify the JOC contractor and included in the Project Manual.

Design Initiations/ Pre-Design Conference

Modified Section 5.5 to add the following topics for discussion if applicable: Federal Energy-Related Credits or Deductions and Utility Company Incentive Programs, Builder's Risk Insurance for Hot Work, and variance permit approved by DCR for work in a floodplain.

Schematic Submittal Requirements

Modified Section 5.6.2 to clarify that CR-2 forms are required for pool projects and to clarify submission of waiver requests for schematic cost review.

Preliminary Submittal Requirements

Modified Section 5.7.2 to clarify that an Approved variance permit from DCR is required to be submitted for projects in a floodplain.

Energy Conservation Calculations

Modified Section 5.8.4.5 to require moisture control analysis for all projects subject to the High Performance Buildings Act.

Title Sheet(s)

Modified Section 5.8.6.2 for structural observations and date of variance permit approval by DCR for projects located in a floodplain.

Mechanical (HVAC) Drawings

Modified Section 5.8.6.11 for mechanical equipment listed in the efficiency tables of the applicable energy code.

Electronic Documents Submission

Modified Section 5.11.1 to clarify that hyperlinks to websites or other documents for information to be reviewed by DEB are not permitted.

Responses to DEB Review Comments

Modified Section 5.12.4.1 to clarify information to be included in responses to DEB review comments.

F. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines

Virginia Energy Conservation Code Compliance Statement

Modified Section 6.1.5 in its entirety for non-applicable sections, Commercial Buildings, and Residential Buildings (as defined by the VECC).

Parking Space Planning and Minimum Number of Spaces

Modified Section 6.2.7.3 to clarify that campus parking plans that include offsite parking shall provide access for both able-bodied and disabled occupants and guests.

G. Chapter 7 – Construction Procurement and Administration

High-risk Contract Review

Modified Section 7.0.1.2 for submission to DEB for review of High-risk Contracts, for both solicitation and award of construction contracts.

General Notes for Construction Manager at Risk

Modified Section 7.2.3 to clarify that Design Assist is not permitted.

General Notes for Design-Build

Modified Section 7.3.1.1 to clarify that Design Assist is not permitted.

General Notes for JOC

Modified Section 7.4.5 to clarify that Job Order Contract Use Form DGS-30-480 is to be completed to identify the JOC contractor and included in the Project Manual.

Alternate Methods of Construction Procurement

Modified Section 7.5.3 to add *Code of Virginia* references for projects utilizing PPEA or ESCO.

Commissioning Inspection of Building Systems

Modified Section 7.6.17.5 for commissioning services and requirements.

H. Chapter 8 – Capital Outlay Planning and Project Approval

Project Initiation

Modified Section 8.4.5 to clarify the agency's next step after approval of Form CO-2.

Pre-Design Conference

Modified Section 8.4.7 for the pre-design conference location and attendees.

Schematic Documents Submittal

Modified Section 8.4.8 for submission of Form CO-4.

Preliminary Documents Submittal

Modified Section 8.4.9 for submission of Form CO-5.

Working Drawings Submittal

Modified Section 8.4.10 for submission of Form CO-6.

Demolition Permits

Modified Section 8.4.12 to clarify that the Demolition Waste Management Plan is not required to be submitted to DEB for review.

Building Permits for Tower

Modified Section 8.7.6 for submission of Permit Sets to DEB for Towers.

Certificate of Use for Tower

Modified Section 8.7.8 to clarify that the required attachments are stated on the Approved Tower Building Permit.

Local and Regional Jail Capital Project Report

Added Section 8.8.8 for reporting requirements.

I. Appendix A – DEB Roofing Policy and Technical Standards

A.5 Roof Survey for Reroofing

Clarified that the Owner shall procure a roof survey before roof recover or roof coating, if approved by the DEB Director.

A.6 Reroofing Requirements and Clarifications

Modified Item 4 for tapered insulation thickness

Modified Item 5 to clarify roof recover is prohibited over existing roofing without approval of the DEB Director.

A.19.3 Insulation

Modified Item 1 for energy code requirements.

A.19.4 Rooftop Equipment

Modified Item 3 for prefabricated walking pads.

J. Appendix D – Basis of Design Narratives

Schematic and Preliminary Basis of Design Information

Modified Section D.1 and D.2 to add Federal Energy-Related Credits or Deductions and Utility Company Incentive Programs.

K. Appendix P – Building Permit Policy for Construction State Owned Building & Structures

Building Permit (Issued by DEB) and Project Permit (Issued under Annual Permit Authority)

Modified Appendix P for Character of Work to add roof recover.

L. Appendix S– DEB Electronic Document Review (EDR) Process Document Submittal Requirements

Procedure

ZP - Clarified that no revision number or dates, and no revision bubbles or clouds are to be on Permit Documents

ZR - Clarified that revision number and dates, and revision bubbles or clouds are to be on Permit Revision Documents

Electronic Drawings

Clarified that when Standard / Prototype Design documents are referenced by a Site Adaptation Design project, the Standard / Prototype Design documents shall be included in separate PDF volume(s).

Addenda

Clarified that when both drawings and specifications are included in an addendum, separate PDF are required.

Other Documents

Clarified that hyperlinks to websites or links to other documents for information to be reviewed by DEB are not permitted.

M. Appendix V – Virginia Energy Conservation and Environmental Standards (VEES)

Electric Vehicle Parking Spaces / Charging Stations

Modified Section 401.3.1 to clarify how the number of parking spaces is to be determined for determination of required quantity of EVPS/EVCS.

N. Appendix W– Code Modification Requests and CPSM Waiver Requests for Projects with a Project Fiscal Agency that Differs from the Building Owning Agency

Examples of Code Modification Requests and CPSM Waiver Requests

Added Appendix W for request types and required signature authority.

O. Errata, as follows:

<u>Section</u>	<u>Erratum</u>
General	Updated various hyperlinks
General	Changed name of Form CO-6 to “Approval to Bid” throughout
1.6	Renumbered Section 1.5 Forms to Section 1.6.
4.19.3.5.10	Revised Form Number to DGS-30-124
5.7.2	Added “variance” to “permit” issued by DCR for projects located in floodplain

III. Changes to DEB Forms

In addition to the Manual revisions, proper, related capital outlay and building official forms are updated on a continual basis as modifications are needed. The following forms have been revised (Rev. 07/26) and can be downloaded from the [DGS Forms Center](#):

DGS-30-000		DEB Forms Master List
DGS-30-055	CO-7a	Instructions to Bidders
DGS-30-220		Bid Form
DGS-30-229		Commissioning Completion Form
DGS-30-256	IFB	Notice of Invitation for Bids
DGS-30-376		Supplemental General Conditions (Liquidated Damages)
DGS-30-377		Supplemental General Conditions (NDA / Confidentiality Agreements)
DGS-30-379		Supplemental General Conditions (Project Labor Agreements)

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