

POLICY 2032

Procurement of Construction: ~~School Construction and~~ ~~School Site Acquisition~~ Requirements

A. ~~School Site Acquisition Requirements Scope~~

1. The requirements of this policy apply to “public school construction,” which means construction work on a new public school facility or major alteration of an existing public school facility with a total project cost exceeding the thresholds for a capital development project or capital improvement project set forth in [Utah Code § 63A-5b-401](#).

[Utah Code § 63A-5b-401 \(2020\)](#)

[Utah Code § 63A-5b-1201\(2\)\(c\) \(2026\)](#)

~~2. Before school construction begins:~~

- a. ~~Prior to the acquisition of a school site, the District shall notify the following of its intent to acquire the site:~~
 - 1) ~~an affected local entity,~~
 - 2) ~~the Utah Department of Transportation, and~~
 - 3) ~~an electrical corporation, gas corporation, or telephone corporation (as defined in Utah Code § 54-2-1) that provides service or maintains infrastructure within the immediate area of the proposed site.~~
- b. ~~As soon as possible after this notice is given, representatives of the District, the affected local government entity, and the Department of Transportation shall meet to:~~
 - 1) ~~discuss information provided by the District as available regarding:~~
 - a) ~~potential community impacts;~~
 - b) ~~Approximate lot size;~~

- ~~c) Approximate building size and use;~~
- ~~d) Estimated student enrollment;~~
- ~~e) Proposals for ingress and egress, parking, and fire lane location; and~~
- ~~f) Building footprint and location;~~
- ~~2) Negotiate any fees that might be charged by the local governmental entity in connection with the school construction project;~~
- ~~3) Coordinate to:~~
 - ~~a) ensure that the siting or expansion of a school in the intended location will comply with applicable local general plans and land use laws and will not conflict with entitled land uses;~~
 - ~~b) ensure that all local government services and utilities required by the school construction activities can be provided in a logical and cost-effective manner;~~
 - ~~c) avoid or mitigate existing and potential traffic hazards, including consideration of the impacts between the new school and future roadways; and~~
 - ~~d) maximize school, student, and site safety.~~
- ~~c. The District shall submit the rough proposed site plan to the local governmental entity's design review committee for comments and the committee shall provide comments no later than 30 days after submission.~~
- ~~d. If otherwise permitted under Utah Code § 10-9a-305(3)(b) or Utah Code § 17-27a-305(3)(b), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study.~~
- ~~e. The District shall submit to the Utah Department of Transportation a child access routing plan.~~

~~Utah Code § 53E-3-710(2), (5) (2018)~~
~~Utah Admin. Rules R277-471-7(1) (April 9, 2024)~~

B. School Construction Standards

1. The District will comply with the school construction standards and requirements established by the Utah Division of Facilities Construction and Management. Before beginning any school construction project, the District will review the Division's rules and policies.

[Utah Code § 63A-5b-1202\(1\), \(5\) \(2026\)](#)

C. School District Building Official

1. The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SDBO will coordinate District compliance with the school construction standards and requirements established by the Division of Facilities Construction and Management.

[Utah Admin. Rules R277-471-2\(11\) \(October 8, 2025\)](#)

[Utah Admin. Rules R277-471-5 \(October 8, 2025\)](#)

D. School Construction Planning

1. In planning school construction, the District will consider:
 - a. educational program requirements for different grade levels;
 - b. year-round use requirements;
 - c. specific needs of various student populations; and
 - d. coordination between facility design and educational delivery.
2. The plans for school construction will be prepared by a licensed architect.

[Utah Code § 53E-3-703\(1\), \(2\) \(2026\)](#)

3. In selecting a school site, the District will comply with the Division's requirements regarding coordination with municipalities and counties regarding school siting, traffic impacts, and site safety considerations.

[Utah Code § 63A-5b-1202\(1\)\(r\) \(2026\)](#)

4. In selecting a school site, and before developing plans and specifications for a new school or expansion of an existing school, the District will coordinate with the local health department regarding environmental health and safety issues to avoid unreasonable risks to the health and safety of students and staff. The site will be located to minimize the negative influence of railroads, freeways, highways, heavy traffic roads, industrial areas, airports and aircraft flight patterns, fugitive dust, odors, or other areas where auditory problems, malodorous conditions, or safety and health hazards exist. Upon request of the local health officer, the District will submit plans and specifications to the local health department.

[Utah Admin. Rules R392-200-5 \(October 21, 2025\)](#)

5. Before beginning a school construction project, the District will obtain Division approval of a pre-construction application that includes detailed project scope and specifications; preliminary cost estimates; a proposed project timeline; and funding sources and financial capacity documentation.

[Utah Code § 63A-5b-1205\(6\)\(a\) \(2026\)](#)

E. Safety and Security Standards

1. In designing and constructing new school facilities and in remodeling school facilities, the District shall meet the safety and security standards established by the state security chief.

[Utah Code § 53-22-102\(3\)\(a\) \(2025\)](#)

[Utah Admin. Rules R277-400-12\(2\) \(November 7, 2025\)](#)

2. In designing and constructing new school buildings, the District shall comply with the incident response method established by the state security chief, which requires marking interior rooms and hallways with an assigned quadrant designation so as to be visible to building occupants and emergency responders.

[Utah Admin. Rules R277-400-5\(1\)\(b\) \(November 7, 2025\)](#)

[Utah Admin. Rules R277-400-12\(1\)\(a\) \(November 7, 2025\)](#)

3. For existing school buildings, the District shall by school year 2034-2035 comply with the incident response method established by the state security chief, which requires marking interior rooms and hallways with an assigned quadrant designation so as to be visible to building occupants and emergency responders.

[Utah Admin. Rules R277-400-5\(1\)\(b\) \(November 7, 2025\)](#)
[Utah Admin. Rules R277-400-12\(1\)\(b\) \(November 7, 2025\)](#)

4. In constructing new school buildings or for major remodeling of a school building, the District shall coordinate with the state security chief and the school safety and security director to ensure accessible and strategically placed installation of Automated External Defibrillators (AED). One AED shall be located at or near the school's main office and additional AEDs shall be within 500 feet of gymnasiums, auditoriums, any portable or temporary outbuildings, and centralized locations of buildings.

[Utah Admin. Rules R277-471-4\(5\) \(October 8, 2025\)](#)

F. Construction of Privacy Spaces

1. In constructing new facilities, the District shall ensure that the new facility has sufficient sex-designated privacy spaces. The District shall also ensure that the new facility includes, as applicable to the type of facility, an appropriate number of single occupant restrooms or changing rooms.

[Utah Code § 63G-31-304\(2\)\(b\), \(3\) \(2025\)](#)
[Utah Code § 63G-31-101\(1\), \(2\), \(9\), \(11\) \(2025\)](#)

2. With respect to restrooms and changing rooms in existing facilities, the District shall consider the feasibility of retrofitting or remodeling to include floor-to-ceiling walls and doors or similar privacy protections, curtains, or other comparable methods of improving privacy.

[Utah Code § 63G-31-304\(2\)\(c\) \(2025\)](#)
[Utah Code § 63G-31-101\(1\), \(2\), \(9\), \(11\) \(2025\)](#)

G. Pre-construction Requirements

1. Before ~~any~~ school construction ~~project~~ begins, the District ~~will obtain written approval from the Division of the construction documents and a permit for the construction shall obtain a construction project number from the State Superintendent and complete and submit construction project identification forms provided by the State Superintendent.~~ The District will also, as required by the Division, demonstrate compliance with Division rules and policies and will provide the Division with evidence that it has arranged for qualified plan review and project inspection as

required by the Division. Materials will be submitted to the Division through the Division's online system.

[Utah Code § 63A-5b-1205\(1\), \(4\) \(2026\)](#)

[Utah Code § 63A-5b-1207\(2\) \(2026\)](#)

[Utah Code § 63A-5b-1208\(2\) \(2026\)](#)

[Utah Code § 63A-5b-1218 \(2026\)](#)

[Utah Code § 63A-5b-1220 \(2026\)](#)

- ~~2. All school plans and specifications shall be approved by a certified plans examiner before any school construction project begins.~~
3. Prior to developing plans and specifications for a new public school, or the expansion of an existing school, the District shall coordinate with local health departments and the State Fire Marshal. The plans and specifications shall satisfy Utah Department of Health requirements relating to siting, building construction, grounds, food service facilities, sanitary facilities, and health and safety facilities.

[Utah Admin. Rules R277-471-8\(3\) \(October 8, 2025\)](#)

[Utah Admin. Rules R392-200-4 \(October 21, 2025\)](#)

4. If otherwise permitted under [Utah Code § 10-20-304\(3\)\(b\)](#) or [Utah Code § 17-79-305\(3\)\(b\)](#), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study. However, the only construction permit required to proceed with the project is the permit from the Division of Facilities Construction and Management.

[Utah Code § 10-20-304\(3\)\(b\) \(2026\)](#)

[Utah Code § 17-79-305\(3\)\(b\) \(2026\)](#)

[Utah Code § 63A-5b-1218 \(2026\)](#)

- ~~5. Prior to developing plans and specifications for a new public school, the District shall coordinate with local jurisdictions to comply with Federal Emergency Management Agency flood plain requirements and restrictions, including applicable mitigation measures.~~
- ~~6. The District shall maintain documentation for audit or monitoring purposes of required coordination, meetings, and agreements.~~

[Utah Code § 10-9a-305\(5\) \(2025\)](#)

[Utah Code § 17-27a-305\(5\) \(2025\)](#)

~~Utah Admin. Rules R277-471-6(1), (2) (April 9, 2024)~~
~~Utah Admin. Rules R277-471-7(3), (6), (7) (April 9, 2024)~~

H. Contractor Selection

1. For projects exceeding \$500,000, the District will select a contractor from the qualified contractor registry established by the Division while also complying with competitive procurement requirements.

~~Utah Code § 63A-5b-1203(6) (2026)~~
~~Utah Code § 63A-5b-1216 (2026)~~

I. Construction Requirements

1. During construction, the District will:
 - a. Use qualified, certified inspectors approved by Division for all required inspections;
 - b. submit inspection reports to the Division through the Division's online system;
 - c. notify the Division of any significant changes or issues;
 - d. maintain detailed inspection records;
 - e. coordinate with local building officials;
 - f. as required, provide special inspection reports for all International Building Code, Chapter 17, requirements;
 - g. submit structural observation reports for buildings with an occupancy greater than 250; and
 - h. document correction of all deficiencies before proceeding.

~~Utah Code § 63A-5b-1207(2) (2026)~~
~~Utah Code § 63A-5b-1208(3) (2026)~~
~~Utah Code § 63A-5b-1220 (2026)~~

~~J. School District building Official~~

- ~~1. The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SDBO and other District personnel shall act consistent with the State Board of Education resource manual on school building construction and inspections.~~
- ~~2. The SDBO shall:~~
 - ~~a. monitor school district building construction to ensure compliance with the applicable provisions of the Code, including all statutes and administrative rules which control the construction, renovation, and inspection of Utah public school buildings;~~
 - ~~b. render interpretations of the Code for the District. Such interpretations shall be in conformance with the intent and purpose of the Code;~~
 - ~~c. submit inspection summary reports monthly to the State Superintendent;~~
 - ~~d. submit inspection summary reports monthly to the appropriate local government entity building official;~~
 - ~~e. submit inspection certificates to the State Superintendent and appropriate local government entity building official;~~
 - ~~f. maintain all submitted documentation at a designated school district location for auditing or monitoring;~~
 - ~~g. identify in the monthly summary reports and provide to the State Superintendent and local government entity building official the total number of inspections with the name, state license number, and disciplines of each inspector performing the building inspections;~~
 - ~~h. ensure that each inspector is adequately and appropriately credentialed;~~
 - ~~i. sign the final certificate of inspection and verification form, certifying all inspections were completed in compliance with the law and rules and the Resource Manual to safeguard the public health, safety, and general welfare of occupants;~~
 - ~~j. send the final inspection certification and inspection verification, and provide all other related project closeout submittals to the State Superintendent and to the~~

- ~~appropriate local government entity building official upon completion of the project;~~
- ~~k. if the District uses a District building inspector or an independent building inspector, provide, on a monthly basis during construction, a copy of each inspection certificate and a monthly inspection summary regarding the school building to the State Superintendent and to the appropriate local governmental entity building official where the building is located; and~~
- ~~l. maintain all submitted documentation at a designated District location for auditing or monitoring.~~

~~Utah Code § 10-9a-305(6)(c) (2025)~~
~~Utah Code § 17-27a-305(6)(c) (2025)~~
~~Utah Admin. Rules R277-471-2(11) (April 9, 2024)~~
~~Utah Admin. Rules R277-471-4 (April 9, 2024)~~
~~Utah Admin. Rules R277-471-6(4) (April 9, 2024)~~
~~Utah Admin. Rules R277-471-9(1) (April 9, 2024)~~

K. Construction Inspection

1. Building inspectors ~~employed or contracted used~~ by the District for school construction must be approved by the Division of Facilities Construction and management. Detailed inspection records will be maintained, and inspection reports will be submitted to the Division as required by the Division currently International Code Council commercially certified and licensed in Utah, in the trade specific to the inspection, ~~consistent with Utah law.~~

~~Utah Code § 10-20-304(6) (2026)~~
~~Utah Code § 17-79-305(6) (2026)~~
~~Utah Code § 63A-5b-1202(5)(c) (2026)~~
~~Utah Code § 63A-5b-1206(3) (2026)~~
~~Utah Code § 63A-5b-1208(2)(e), (3) (2026)~~

- ~~2. The District may employ one of three methods for school construction inspection:~~

- ~~a. an independent, properly licensed and certified building inspector;~~
- ~~1) The independent building inspector:~~
- ~~a) may not be associated with the architect, developer, contractor or any subcontractor on the project, or any management company or other~~

~~agency hired by the District to perform construction or construction administrative services;~~

~~b) shall receive approval from the applicable local government entity where the construction occurs; and~~

~~c) shall be properly licensed and certified to perform all of the inspections that the inspector is required to perform.~~

~~2) The independent building inspector may be an inspector working outside the municipality, county, or school district in which they are employed.~~

~~b. a properly licensed and certified building inspector, employed by the school district and performing school construction inspections within the boundaries of the District; or~~

~~c. a properly licensed and certified building inspector approved by the local jurisdiction in which the construction activity occurs. (Inspectors employed by municipalities and counties may only perform school construction inspections within the boundaries of the municipality or county where they are employed.)~~

~~Utah Code § 10-9a-305(6) (2025)~~

~~Utah Code § 17-27a-305(6) (2025)~~

~~Utah Admin. Rules R277-471-5 (April 9, 2024)~~

L. ~~Permanent~~ Occupancy Certificate

1. The District will ~~means of obtaining~~ a certificate of permanent occupancy from the Division of Facilities Construction and Management. This certificate is the exclusive certificate require for public school facilities subject to this policy, satisfies all municipal and county occupancy requirements, and authorizes the District to occupy and use the facility for educational purposes ~~varies depending on the type of building inspector used by the District~~. The District will notify the Division within 10 days of beginning occupancy of a facility for which the Division has issued an occupancy certificate.

Utah Code § 63A-5b-1208(5), (7), (9) (2026)

2. For temporary or partial occupancy of a school facility during construction, the District may request a temporary certificate of occupancy from the Division.

Utah Code § 63A-5b-1208(10) (2026)

~~3. District-employed building inspector~~

- ~~a. If the District used a building inspector employed by the District, the District may issue its own certificate authorizing permanent occupancy of a school building. An SDBO shall sign a certificate of inspection verification form certifying that all inspections were completed in accordance with Utah law and the District shall file the form with the building official of the local governmental entity where the building is located and with the State Superintendent.~~

~~4. Local government entity-employed building inspector~~

- ~~a. If the District used a building inspector employed by the local governmental entity, the District shall obtain a certificate authorizing permanent occupancy from that governmental entity. Upon receipt of the certificate from the local governmental entity, the District shall provide a copy of the certificate to the State Superintendent.~~

~~5. Independent building inspector~~

- ~~a. If the District used an independent building inspector, the District shall, upon completion of all required inspections of the school building, file with the State Superintendent a certificate of inspection verification and a request for the issuance of a certificate authorizing permanent occupancy of the school building.~~
- ~~b. Within 30 days of the District's request to the State Board of Education for a certificate of permanent occupancy, the State Superintendent will either issue the certificate or notify the District of deficiencies in compliance with inspection requirements. The District shall remedy any deficiencies and then notify the State Superintendent that the deficiencies have been remedied. Upon certification of the information provided by the District regarding remediation, the State Superintendent will issue the certificate of permanent occupancy. Upon receipt of the certificate of permanent occupancy, the District shall provide a copy of the certificate to the building official of the local government entity where the building is located.~~
- ~~c. Upon the District's filing of the certificate of inspection verification and requesting the issuance of a certificate authorizing permanent occupancy of the school building with the State Board of Education, the District shall be entitled to temporary occupancy of the school building for a period up to ninety (90) days, beginning on the date the request is filed, if the District has complied with all~~

~~minimum requirements to safeguard the public health, safety and general welfare of occupants.~~

- d. ~~A certificate authorizing permanent occupancy issued by the State Superintendent shall be considered to satisfy any municipal or county requirement(s) for an inspection or a certification of occupancy.~~

~~Utah Code § 10-9a-305(6)(a)(iii) (2025)~~

~~Utah Code § 17-27a-305(6)(a)(iii) (2025)~~

~~Utah Code § 53E-3-706(3)(a) (2022)~~

~~Utah Admin. Rules R277-471-9 (April 9, 2024)~~

M. Municipality and Country Requirements

1. A municipality or county may, at its discretion, ~~schedule a time with District officials to:~~
 - a. ~~provide request~~ a walk-through of school construction at no cost and at a time convenient to the school district or charter school; and ~~may~~
 - b. provide recommendations based on the walk-through ~~to the District and to the Division of Facilities Construction and Management.~~
2. A municipality or county may not:
 - a. require the District to landscape, fence, make aesthetic improvements, use specific construction methods or materials, impose requirements for buildings used only for educational purposes, or place limitations prohibiting the use of temporary classroom facilities on school property. ~~All temporary classroom facilities shall be properly inspected to meet the Code;~~
 - b. require the District to participate in the cost of any roadway or sidewalk, or a study of the impact of a school on a roadway or sidewalk, that is not reasonably necessary for the safety of school children and not located on or contiguous to school property, unless the roadway or sidewalk is required to connect an otherwise isolated public school or an existing roadway;
 - c. require the District to pay fees not authorized under [10-20-304](#) or [17-79-305](#);
 - d. require inspection of school construction or assess a fee or other charges for inspection, ~~unless the District is unable to provide for inspection by properly~~

~~licensed and certified inspectors, other than the project architect, contractor or subcontractors;~~

- e. require the District to pay any impact fee for an improvement project unless the impact fee is imposed pursuant to the [Impact Fees Act](#);
- f. impose regulations upon the location of an educational facility except as necessary to avoid unreasonable risks to health or safety; or
- g. for a use or structure that is a support facility rather than an educational facility, impose a regulation that is not imposed on similar uses or structures in the same zone, or a regulation that uses the tax-exempt status of the District as a criterion for regulating the use or the location of the structure.

[Utah Code § 10-20-304\(3\), \(5\) \(2026\)](#)

[Utah Code § 17-79-305\(3\), \(5\) \(2026\)](#)

Policy adopted April 16, 2025