

BUILDING COMMISSION DIRECTIVE

Diocese of Altoona-Johnstown

April 18, 1988

The purpose of the Diocesan Building Commission is to assist in the review of all building projects involving new construction or major renovation work undertaken by the Diocese or a Parish. The Building Commission will advise as to the technical merit of the project including building specifications, overall design approach, practicality of the construction, compliance with state and local building codes and regulations, and bid procedures.

The Building Commission will not be solely responsible for making the determination regarding the appropriate use and layout of liturgical worship space. The collaboration of the Diocesan Liturgical Commission be sought in these instances. Additionally, the Building Commission will not make determinations on issues related to the financial feasibility of a Parish entering into building projects. Financial matters will be dealt with by the Diocesan Finance Officer.

After the Diocesan Bishop has given permission to proceed based on the financial review of a specific project, the following process will assist the Diocesan Building Commission in completing its review of the proposed project:

1. The initiator of the project (parish or diocesan office) is to provide to the Building Commission an initial statement detailing the rationale and purpose of the project along with any available preliminary plans, drawings and cost estimates of the project.
2. The appropriate pastor or diocesan director will be asked to attend the next meeting of the Building Commission to explain the project. If there are others who should be present; i.e., the project's architect, chairperson of the parish finance or building commission, they should also be in attendance and included in this presentation.

Along with the preliminary plans to be presented at this time, there needs to be a site review available for any new construction projects. Included in this site review documentation, there must be a soil analysis report and utilities confirmation for any new construction project. Photographs or any other displays that could assist in the Building Commission's understanding of the project would be greatly appreciated.

3. The Building Commission will consider, review and give a preliminary approval for each proposed project at the following stages of the project's development before granting final approval to begin construction.
 - a. At the end of the schematic phase where all preliminary floor plans and layout are available for review.
 - b. At the end of the preliminary engineering / architectural phase where preliminary construction / working drawings, including finishes, equipment types and layout are available.
 - c. At the end of the final construction drawing and specification phase, when the proposed detailed design is complete. Both non-technical (including the terms of the contract) and technical specifications must be included in this review step.
4. When submitting documents to the Building Commission, there should be seven (7) copies of each document provided so as to speed up the review process. These documents should be sent directly to the individual members of the Building Commission by no later than the 15th of the month preceding the meeting when the review will be scheduled.

The Diocesan Building Commission will schedule meetings on a regular monthly basis. These meetings will be held at 1:00 pm in the Chancery conference room, on the second Tuesday of each month. If there is no business scheduled for consideration by the Commission during a given month, then the meeting will be canceled. This meeting procedure should assist in keeping proposed projects moving on a timely basis.