

**2021 EDITION**

**MANUAL of PROCEDURES of the  
STATE of ALABAMA DEPARTMENT of FINANCE,  
REAL PROPERTY MANAGEMENT,  
DIVISION of CONSTRUCTION MANAGEMENT**

**INTRODUCTION**

The Alabama Division of Construction Management (DCM) has two basic functions **and one discretionary function**:

**A. BASIC CODE FUNCTION:**

1. Adopt and promulgate a State Building Code for any construction on:
  - a. State-owned property or using state funds.
  - b. Public (including charter) and private K-12 schools regardless of funding sources.
  - c. Public higher/postsecondary education schools.
  - d. Hotels/motels.
  - e. Movie theaters.
  - f. Municipal and county-funded/owned projects: only the Americans with Disabilities Act (ADA) Standards **portion of the State Building Code** is applicable.
  
2. Enforce a State Building Code through:
  - a. Required plan and specification reviews for any construction on:
    - (1) State-owned property or using state funds.
    - (2) Public (including charter) and private K-12 schools regardless of funding sources.
    - (3) **Public universities.**
    - (4) **Alabama Community College System (ACCS) projects started (a DCM project # has been assigned) prior to August 1, 2021.**
    - (5) **New ACCS storm shelters and new ACCS buildings containing storm shelters started on or after August 1, 2021.**
    - (6) **New ACCS projects of existing buildings containing storm shelters started on or after August 1, 2021 if the storm shelter, or the utility connections to the storm shelter, or the means of egress (including exit passageways/corridors, exit and exit discharges) are affected.**
    - (7) Hotels/motels.
    - (8) Movie theaters.
    - (9) Municipal and county-funded/owned projects for ADA Standards compliance only.
  
  - b. Required inspections of any construction on:
    - (1) State-owned property or using state funds.
    - (2) Public K-12 schools.
    - (3) **Public universities.**
    - (4) **ACCS projects started (a DCM project # has been assigned) prior to August 1, 2021.**
    - (5) **New ACCS storm shelters and new ACCS buildings containing storm shelters started on or after August 1, 2021.**
    - (6) **New ACCS projects of existing buildings containing storm shelters started on or after August 1, 2021 if the storm shelter, or the utility connections to the storm shelter, or the means of egress (including exit passageways/corridors, exit and exit discharges) are affected.**

- B. BASIC ADMINISTRATIVE FUNCTION:** Review and administer public building construction and improvement projects through contract review for State Agencies and Departments, the Alabama Public School and College Authority (PSCA)-funded and other bond-funded projects (except for ACCS projects), and other building projects and programs assigned to it by the Legislature and state Directors.
- C. DISCRETIONARY CONTRACTING OF SERVICES:** Owners of specific types of projects may contract for DCM plan review AND construction inspection services, and/or for DCM contract review services. DCM plan review AND construction inspection services must be contracted together in order to ensure uniformity of code application on the project. See Chapter 1, Section EE for details.

This manual defines requirements and procedures that building and property Awarding Authorities/Owners and design professionals must comply with if their construction or improvement project falls within the jurisdiction of one or both of these DCM functions. The jurisdiction of the Code Function is much broader than that of the Administrative Function and DCM's authority and procedures under each function varies dependent upon the project's Awarding Authority/Owner and their source(s) of funding for the project.

Although the chapters of the manual provide details of requirements and procedures, an Appendix A "SUMMARY OF DCM REQUIREMENTS BY PROJECT TYPE" is provided to assist readers to quickly determine which DCM requirements will apply to their project.

**It is recommended** that the reader first refer to Appendix A to obtain a general understanding of DCM's requirements applicable to a proposed project before proceeding to follow the procedures contained in this manual.