

ONLINE EXPEDITED PLANS REVIEW

Revised October 15, 2013 for electronic submittals

The expedited plan review program is intended to expedite the plan review and permitting of tenant build-outs, alterations, and small to medium sized new buildings via electronic plan review. This program is limited to projects that are straightforward in nature and supported by complete plans. Complete plans include all structural, mechanical, electrical, and plumbing plans, and all required supporting documentation provided with the electronic submittal. Projects will be pre-screened for completeness prior to acceptance for the expedited electronic plan review process. The permit applicant will be the point of contact throughout the electronic plan review process.

Limitations:

1. Tenant build-outs or alterations to existing tenant spaces in business, mercantile, and storage occupancies with a construction value of \$1,000,000 or less.
2. New buildings with a limitation in height of two stories and 10,000 square feet per floor in business and mercantile, and 20,000 square feet per floor in storage occupancies.
3. New multifamily buildings with a limitation in height of three stories and eight dwelling units in one building. Multiple building projects are not eligible for the expedited process.
4. New buildings with a limitation in height of one story and 5,000 square feet in assembly occupancies.
5. Applications that qualify based on the aforementioned criteria must have any required environmental permits prior to the submittal, or the applicant must submit the simultaneous environmental review affidavit and acknowledge that there may be delays in the permitting process pending environmental permitting.
6. Applicant shall attempt to seek COT utility approvals (Power Engineering, Cross Connection and Solid Waste) prior to submission, or acknowledge that there may be delays in the permitting process pending approval of the Power Engineering, Cross Connection and Solid Waste Departments.
7. Other types or values of projects may use the process on a case-by-case basis, if approved prior to submittal of the permit application by the Building and Fire Official.

The Process:

The applicant will electronically apply for the building permit as required for all electronic submissions for permit. The applicant deadline for expedited review submission is Monday at 10:00 am. The plans will be electronically transmitted to the appropriate plans examiners on the day of application for review and comment. The review comments will be sent to the applicant prior to noon on the Friday same week. The following shows the process in more specific detail. The applicant must, at the time of application, specify that they will be availing themselves of the expedited process and pay appropriate expedited review fees.

1. A short cursory review will be required to insure that the electronic application, plans, and supporting documentation meet the criteria for the expedited review, or if an exception can be granted.
2. All plans and supporting documentation requiring a design professionals signature and seal or documentation requiring notarization should be digitally signed and sealed or notarized in accordance with State laws, the professionals governing board and city policy. A notary may verify the integrity of an original paper document, render the document electronic, and attest to the documents authenticity utilizing an original documentation affidavit and digital signature to fulfill this requirement.
3. The applicant must pay the additional fees required for the expedited review at time of application. The additional fees will be determined based on current fee schedule.
4. The applicant must electronically submit the application and upload all required plans and supporting documentation by Monday at 10:00 AM. The normal number of expedited applications that can be accepted per week will be six (6) with any additional applications placed on the following week's schedule.
5. The plans will be reviewed by all required plan reviewers, and either approved, approved with conditions, or denied with all comments entered into City Projects by 12:00 noon on the Friday of the application week for those applications received prior to the application deadline.
6. Resubmittals may be electronically received after the review process has been completed, and comments have been made available to the applicant.