

The current expedited plan review process is being expanded to expedite the plan review and permitting of tenant build-outs, alterations, and small to medium sized new single buildings. The process will be limited to projects that are straightforward in nature and supported by completed plans, with all supporting documentation provided with the submittal. Projects will be screened for completeness prior to acceptance for the expedited review process. The applicant's contact person will be established at the time of submission. The contact individual will remain the applicant's primary point of contact throughout the plan review process.

This process is intended to be an interactive process for contractors, engineers, architects, licensed subcontractors, and City plan review staff. All of these entities may be required to physically meet at a regularly scheduled review session following the plan review, to resolve code discrepancies identified during the 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.

**Process:**

The basic process will be that the applicant will submit the application prior to a weekly deadline. The plans will be distributed to the appropriate plans examiners on the day of application for review and comment. The review comments will be sent to the contact person and it will be the responsibility of the contact person to schedule a review session. At the review session, the appropriate plans examiners will meet with the contractor, architect, engineer and related subcontractors and make modifications as necessary to be able to issue the permit if possible. 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.

1. A short cursory review by the assigned building plans reviewer will be required to insure that the application and plans meet the criteria for the expedited review, or if an exception can be granted.
2. The applicant must submit one application and two (2) complete packages, including \*signed and sealed plans and specifications (if available), plus four (4) additional sets of construction plans.  
  
\* If an architect or engineer is required to sign and seal the plans, only the two (2) complete packages will be required to be signed and sealed.
3. The applicant must pay the additional fees required for the expedited review upon application. The additional fees will be determined based on current fee schedule.

4. The applicant must submit the application for review by Monday at 10:00 AM. The normal number of applications that can be accepted per week will be six (6) with any additional applications placed on the following week's schedule. The Codes Review Permit Technician (CRPT) will be notified by phone and email once the application has been accepted and input into PETS.
5. The CRPT will pick up the application and do checklist verification and distribute the appropriate plan packages to the appropriate plans examiner. The actual application will be kept by the CRPT.
6. Plan Review: The plans must be reviewed by all required plan reviewers, and either approved or denied with completed review comments entered into office link by 10:00 AM on the Friday of the application week for those applications received prior to the application deadline. The plans will be returned to the CRPT and the permit jacket signed accordingly. Upon completion of all reviews building plans reviewer shall retrieve the plans and permit jacket from CRPT and review the office link comments for completeness. If the application can be approved, plans reviewer will approve the routing in PETS, assess remaining fees and prepare the plans for approval. The plans reviewer will deliver all to the CRPT for approval. The CRPT will notify the applicant that the permit is approved and the permit can be obtained. If the application has been denied, the building plans reviewer will provide the applicant with all plan review comments no later than 1:00 PM on Friday of the application week. All responses to the comments can be handled at either a scheduled review session for each application or by submitting a complete Resubmittal package.
7. If a review session is desired, the applicant's contact person will contact the CRPT to schedule a review session following the amendment of plans based upon plan review comments, unless it is determined by the building plans reviewer that the comments are such that a review session is not required. The deadline for getting on the schedule will be Monday at 10:00 AM, with the review session following the next day (Tuesday). Review sessions will be on a first come first serve basis, with the applicant being given the choice of available times. The normal number of review sessions scheduled per week will be six (6). The CRPT will place the application on the review session schedule. The contact person will be responsible for ensuring that the contractor, engineer, architect and other related subcontractors attend the review session as scheduled.
8. At the review session the applicant and their appropriate representative will have the opportunity to make the necessary changes to the plans to obtain compliance and the application will be completed and approved for issuance. If there are substantial changes that cannot be handled at the meeting, the applicant will be required to schedule another review session once the required corrections have been made. Non-attendance by one or more of the required attendees may also result in the review session having to be rescheduled.
9. If applicant wants to produce a resubmittal package, as opposed to scheduling a review session, the Resubmittal will mirror the application deadline of 10:00 a.m. on Monday, with review completed by 10:00 a.m. the following Friday and comments out by 1:00 p.m. The number of complete resubmittal packages required will be based on the number of reviews that were denied in the last review. Each complete resubmittal package should contain: 1) Response to Comments letter (as outlined in the plan review comments); 2) at least two of the packages should contain signed and sealed plans; the others may be a copy; 3) any other required information should be prepared in duplicate and included within each package.