

	STANDARD OPERATING POLICY AND PROCEDURE Community and Economic Development	Number: 1-6
Subject: Expedited Plan Review for Commercial Projects		Approval Date: June 29, 2007
Approval: Chuck King, Building Official		Effective Date: July 29, 2007

1.0 PURPOSE

Setting a policy for expedited plan review, number of review days, and fees.

2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

3.0 REVISION HISTORY

August 8, 2007
 January, 2011
 August, 2015
 February, 2019 –New Code Adoption

4.0 CODE REFERENCE

2018 International Building Code (IBC), Section 105.3.1 Action on Application, Section 109 Fees

5.0 POLICY

The IBC states that “the *building official* shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing.” Building plan reviews are typically performed within twenty (20) business days once the process for intake is complete, and after requirements from other departments are fulfilled.

An applicant may make a request to the Permitting Manager for an expedited plan review for a project, and the Permitting Manager shall determine whether this request can be accommodated. If approved by the Permitting Manager, Permitting staff shall make note of the expedited request in the permitting system.

Plan review for commercial projects of 100,000 sq. ft. or less may be double or triple expedited. Double expedited plans are typically scheduled for completion within twelve (12) working days and triple expedited plans are typically scheduled for completion within seven (7) working days. Fees for double and triple expedited processes are double and triple the normal cost of plan review, respectively. If the review is sent to an outside review agency, two (2) additional working days will be added to allow for transfer of documents. The applicant shall be responsible for the cost to transport applicable documents.

Plan review fees shall be paid by the applicant at the time of application, and shall be based on the estimated cost of construction. The fee for expedited plan review by the fire review agency is a separate expense, and an invoice will be provided upon completion of the fire plan review. This invoice shall be paid by the applicant when plans are picked up. The fee for the expedited plan review shall cover the initial submittal and one (1) subsequent review. Expediting of additional reviews will require a separate request and payment of associated fees.