

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Development & Infrastructure Services	<b>Number:</b>  <b>1-6</b>
<b>Subject: Expedited Plan Review for Commercial Projects</b>		<b>Approval Date:</b> June 29, 2007
<b>Approval:</b> Suzanne Smith, Building Official		<b>Effective Date:</b> June 29, 2007

**1.0 PURPOSE**

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

**2.0 DISTRIBUTION**

Public, DIS personnel

**3.0 REVISION HISTORY**

August 8, 2007

January 2011

**4.0 CODE REFERENCE**

IBC 2006, Section 106.3 Examination of Documents & Section 108 Fees

**5.0 POLICY**

The Building Code states that the Building Official shall examine, or cause to be examined, the construction documents to determine if the requirements of the code are met. Building Safety plan reviews are typically performed within 20 business days, once the process for intake is complete and all other preceding requirements from other Departments are fulfilled.

From time to time an applicant may make a request to the Building Official (BO) for an expedited plan review for a commercial project. The Building Official shall make the determination if this request can be accommodated. Concurrent with this request, the Permit Technician shall contact Golder Ranch Fire District to confirm that they can meet the timeframe of the expedited request as well. Once approved by the BO and confirmed by GRFD, the determination of reviewer shall be made administratively solely by the BO. All other Town reviewing departments shall be notified at time they receive the plans for review and the Permit Technician shall enter the expedited request in to the projects file within Permits Plus.

Expedited plan reviews, for commercial projects less than 100,000 s.f., will be available as a double or triple expedited process. Typically double and triple expedited processes are accomplished in twelve (12) and seven (7) business days, respectively. Fees for the double and triple expedited processes are double and triple the standard of the entire cost of the plan review fee, respectively. If the review is outsourced, there will be an additional day for transport of the documents each side of the submittal and the applicant shall pay the cost of the transport.

All plan review fees shall be paid by the applicant at the time of application. The fee for expedited plan review by GRFD is a separate expense. GRFD will submit an invoice concurrent with the plan review comments/approval. This invoice shall be paid by the applicant at time of pick-up. The fee for the expedited plan review shall cover the initial submittal and one (1) subsequent re-review. Any further re-reviews will require a separate request for expedition of the plan review and associated fees.