

	STANDARD OPERATING POLICY AND PROCEDURE Community Development and Public Works	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 Development and Public Works (CDPW) Personnel

3.0 REVISION HISTORY

August 8, 2007
 January, 2011
 August, 2015

4.0 CODE REFERENCE

2012 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 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. The *Permitting Manager* shall determine whether this request can be accommodated. Concurrent with this request, a *Permit Technician* shall contact the fire plan review agency to confirm that they can meet the timeframe of an expedited request. Once approved by the *Permitting Manager* the determination of reviewer shall be made administratively. Other Town departments responsible for review of documents shall be notified when plans are received. The *Permit Technician* shall make note of the expedited request in the permitting system project file.

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 transport of documents. The applicant shall be responsible for the cost of the transport.

Plan review fees shall be paid by the applicant at the time of application. The fee for expedited plan review by the fire review agency is a separate expense. An invoice will be provided upon completion of the 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.