



Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

The expedited plan review process allows certain building plans to be reviewed outside of business hours in an expedited manner. A normal plan review may take up to 30 days. Applicants who take advantage of this process can get their plans reviewed possibly within 48-72 hrs. of submission. Payment of ALL fees associated with the project is due at the time of submission.

### EXPEDITED BUILDING CODE REVIEW CHECKLIST

Because some projects are more complicated, a Building Official or Plans Examiner needs to determine that the application qualifies for the expedited building code review service. If an expedited review is not possible, either due to the scope of work or based on the availability of a plans examiner, the application will be retained for regular review. **The expedited process is for Building Code review only. It is the responsibility of the applicant to have all other approvals such as zoning, floodplain and site compliance, prior to submission for an expedited review.**

By signing below, the applicant agrees to pay the additional fees as outlined herein and confirms that the plans follow guidelines below for expedited building code review:

\_\_\_\_\_ 1. An expedited building code review is being requested for a **non-residential or multi-family project**, for an additional fee of \$500 plus \$300 for a minimum of two hours of plan review time at a rate of \$150/hour, due at time of submittal. Additional hours, if spent on the review, will be billed at the same hourly rate and must be paid following any review and before approval will be released.

***Please note: These fees are in addition to the normal permit fees.***

\_\_\_\_\_ 2. Mechanical, Electrical and Plumbing drawings and specifications are submitted, as dictated by the scope of work, for inclusion in the expedited building code review. If not submitted with original submittal, MEP's will be billed at the expedited rate.

\_\_\_\_\_ 3. In order to remain on a separate review path, all responses to building code review comments, drawings, and other documents will also be expedited for a minimum of one hour of plan review time at the billing rate of \$150/hour. Additional hours, if spent on the review, will be billed at the same hourly rate.

\_\_\_\_\_ 4. Plan revisions will also be expedited at an additional fee of \$300 plus \$150 for a minimum of one hour of plan review time at a rate of \$150/hour. Additional hours, if spent on the review, will be billed at the same hourly rate.

***Please note: These fees are in addition to the normal permit fees.***

\_\_\_\_\_ 5. I further agree to provide my telephone and email contact information below in the event questions arise during the expedited review.

\_\_\_\_\_  
Applicant – Printed Name

\_\_\_\_\_  
Applicant – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant Email Address (Please Print Legibly)