



ACCELERATED PLAN REVIEW

New Service for Accelerated Plan Review and Building Permits

The Department of Public Works Division of Code Enforcement is expanding its services to include a new Accelerated Plan Review Program for qualifying residential and commercial projects. This new premium plan review service is intended to offer a method to obtain many types of building permit reviews in half the usual time or less, hopefully allowing for a quicker start of construction.

The additional fee for the Accelerated Plan Review service is fifty percent (50%) of the regular permit fee, with a minimum fee of \$500.00. This accelerated plan review fee is in addition to the regular permit fee.

Program Details

The Department has designated one plan reviewer (Permit Expeditor) for this premium service, thus requests for the service are limited to staff availability. The service is primarily focused towards the building review discipline but may include mechanical, electrical and/or plumbing (MEP) discipline review aspects. Since this is a premium service, it is expected that the submittal and plans be complete and, to the nearest extent possible, code compliant.

Requests for the Accelerated Plan Review service shall be made on a form provided by this office. Each request for the accelerated service will be reviewed on a case-by-case basis. The number of qualifying plans that can be accepted into this program will be restricted in order to try and meet the desired responsiveness goals with the limited staffing. The Permit Expeditor, after making an assessment that the project qualifies and that the submittal documents are substantially complete and that workload volume permits, will set the project up for an accelerated plan review. If the Request for Accelerated Plan Review is received prior to the submission of the permit application(s) and plans, the Department will accept the request but will re-evaluate whether the project qualifies for accelerated service after the permit application (s) and plans are submitted. The Requestor will be emailed with the Accelerated Plan Review type the project qualifies for, or the requestor will be emailed that the project does not qualify for Accelerated Plan Review. There is no additional fee for projects that apply for the accelerated program but which are not accepted.

The Applicant and Registered Design Professional(s) must be equally responsive to requests for revisions and additional information by accelerating the preparation of resubmittals in order for the program to be successful and permitting time to be decreased.

Type of Projects Eligible for Accelerated Plan Review

The types of projects that are eligible for consideration for the accelerated review process are described below. Projects such as those that are classified as high hazard, institutional, or multi-family occupancies; or that include laboratories; or that involve mixed occupancies requiring a complex code compliance evaluation; or that involve a change of occupancy to a higher hazard category generally do not qualify for this premium service unless a Type 2 or 4 Level Project.

Type 1 Projects

Commercial and residential projects that just exceed the threshold for a qualifying regular While-You-Wait project (<http://www.stlouisco.com/YourGovernment/PublicWorks/Permits/WhileYouWait>). The intent is that the building review of these types of projects can be accomplished by the Permit Expeditor in less than 2 hours, and other discipline reviews deferred if necessary, so that the building permit can be issued the same or next day, or if revisions are required and received within 1-2 days, can be issued within 3-5 days.

Type 2 Projects

Commercial and residential projects of all sizes/types that are already in the review process and have had at least a comprehensive first review by each particular plan review discipline in regular review, have only 1 or 2 discipline review approvals remaining, and have only a few code compliance review comments left to address with revised plans. The intent is that the Permit Expeditor can verify that the remaining code issues have been addressed by the revised plans, pull the project from the assigned reviewer(s) and facilitate the issuance of the building permit within 1-3 days after the re-submittal.

Type 3 Projects

Commercial interior finish or alteration projects that are of small to medium size/complexity involving multi-discipline work where the applicant has a desired goal of obtaining the building permit within 5-7 work days. Provided the discipline reviews can be accomplished within a 2 hour timeline, the Permit Expeditor schedules and holds a single-review session with a consolidated team of discipline plan reviewers to obtain review comments. If revisions are required, the intent is that the applicant's design team is committed to submitting revised plans within 2-3 days for re-review by the Permit Expeditor so that the building permit can be issued within 5-7 work days. This particular premium service requires using regular plan reviewers as a manpower resource for the other discipline first reviews, thus the service can only be offered twice a week.

Type 4 Projects

Larger commercial and residential projects that the applicant desires streamlined through the review process wherein the Permit Expeditor may do any one or more of the following for the project:

- Schedule, attend and may lead a pre-design meeting between the design professionals for the project and multi-discipline or multi-departmental reviewers,
- Interact with both reviewers and design professionals to improve communication, clarify code compliance issues, ensure timely resubmittals, and keep projects moving through the review process,
- Assist in the issuance of partial permits to facilitate on-going construction,

Streamlining a project thru the review process is a team effort. The applicant and design professional(s) must be very responsive to revision requests made by all reviewing departments and agencies in order for a project to be successfully streamlined to early permit issuance and quick start of construction.

Changes to Design Professional's Sealed & Signed Plans for Code Compliance

As indicated above under the Program Details, since this is a premium review service, it is expected that the required submittal documents and plans be complete and, to the nearest extent possible, code compliant. Only licensed Design Professionals may make or authorize changes to their sealed and signed plans, thus those Design Professions must also be participants in the Accelerated Review Program by being equally responsive to requests for revisions and additional information in order for the program to be successful.



REQUEST FOR ACCELERATED PLAN REVIEW

A request for Accelerated Plan Review, if accepted, offers a method to obtain most permits reviews in half or less of the usual time, allowing for a faster start of construction. To qualify for this premium review service, the submittal and plans must be complete and, to the nearest extent possible, code complaint. Requests are reviewed by the Permit Expeditor on a case-by-case basis dependent upon the completeness of the submission and the workload volume. The request may be submitted at any time. Requests can also be made after a project is in the review process. The number of qualifying plans that can be accepted into this program will be restricted in order to try and meet the desired responsiveness goals with the limited staffing.

Application Request Date: _____

PERMIT APPLICATION NUMBER: _____

PROJECT INFORMATION & LOCATION:

Project Type: Commercial, Multifamily, Residential

Structure Type: Existing Building, New Building, Non-Habitable

Work Description: _____

Project Address _____ Locator/Parcel No. _____

REQUESTOR'S CONTACT INFORMATION:

Name: _____ Applicant, Contractor, Architect, Engineer, Owner

Phone: _____ Email: _____

(print clearly)

All responses regarding Accelerated Plan Review will be by email only.

ACCELERATED PLAN REVIEW FEE:

The additional fee for Accelerated Plan Review service is fifty percent (50%) of the regular permit fee with a minimum fee of \$500.00. The accelerated plan review fee is in addition to the regular permit fee.

ACKNOWLEDGEMENT AND PAYMENT AGREEMENT:

By signing below I acknowledge that I understand and agree, that if the request for Accelerated Plan Review is approved and provided, that I will pay the fee indicated above for the accelerated plan review service. I understand these charges are in addition to the regular permit fees. I further understand and agree that I must comply with all building construction code regulations and that the County assumes no liability in any way connected to the processing, plan review, and permit approval or to the intended/published responsiveness goals for the Accelerated Plan Review Program. I also certify that the Registered Design Profession(s) and Contractors for the project are committed to accelerating their response to requests for plan revisions and/or additional information.

Requestor's Signature: _____ Printed Name: _____ Date: _____