
	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES COMMERCIAL</b>	<b>Effective Date:</b> <b>July 1, 2009</b>
		<b>Supersedes Policy Dated:</b> <b>December 16, 2005</b>
	<b>2.2 Expedited Plan Review Program</b>	<b>Issued by:</b> <b>Eric M. Mays, P.E.</b>  <b>Building Official</b>

This establishes the policy and procedure for the Expedited Commercial Plan Review Program. The goal of the program is to expedite the review and approval of plans and issuance of permits for smaller commercial projects in existing buildings and Shell Buildings that have received final inspection approval.

### Program Criteria



- All Groups, excluding Assembly-Restaurants/Night Clubs (A2), Hazardous (H), Institutional (I) and Residential (R) Uses Groups.
- Alteration/Repairs and Tenant Layouts with a project area  $\leq$  7,500 square feet.
- Structural work shall be limited to minor structural alterations. Minor structural alterations are defined as: structural support for Rooftop Units  $\leq$  10 tons of cooling capacity, ceiling hung transformers, water heaters, etc.; openings through load bearing or masonry walls  $\leq$  4 feet in width, and openings through non-load bearing or non-masonry walls  $\leq$  8 feet in width.
- Architectural/Building Plans and Structural Plans with calculations shall be prepared by a registered design professional.
- Mechanical, Electrical, Plumbing and Gas Plans may be designed by a registered design professional, Class A trade contractor, or Master Tradesman as allowed by Section 54.1-402 of the Code of Virginia.

### Plan Submission Process/Requirements

1. Submission Requirements – The plan submission shall include: the [Expedited Commercial Plan Review Application](#); the [Building Permit Application](#); the [Tenant Layout, Alteration and Repair Commercial Plans Checklist](#); the Filing Fee, the Zoning Approval, the [Accessibility Certification Statement Form](#); and the [Asbestos Release Form](#).

The project must be submitted between Thursday at 8:00 AM and Friday at 1:00 PM to be eligible to request a meeting for the following Tuesday or Wednesday. (NOTE: Please see Plan Review Meeting Schedule section in reference to holidays.) County staff will conduct a Quality Control Review to verify submission completeness. If the project is accepted for the Expedited Commercial Plan Review Program, County staff will contact the applicant no later than Monday at noon to confirm the plan review meeting day and time.

2. Plan Review Meeting Schedule – The plan review meetings will be scheduled for Tuesday and Wednesday of each week at 9:00 AM and 1:00 PM with the following exceptions: Thanksgiving week; Christmas week; July 4<sup>th</sup>; and Veterans Day. Additionally, if a County holiday occurs on a Friday or a Monday, the project must be submitted between Wednesday at 8:00 AM and Thursday at 1:00 PM.

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If there are conflicts between meeting time requests, the priority will be based on the order in which the project was submitted to the County. Only two meetings may be utilized per project per week. A project is defined as the same development. (Example: Creating multiple tenant spaces in a Shell Building or shopping center.)



If the initial request for meetings exceeds the number of meetings allowed per week or if there are more than two proposed plans for a project, the permit applicant may request the plans be placed on “standby” status for the Expedited Commercial Plan Review Program. If a meeting time becomes available, plans submitted with “standby” status will be offered the meeting time in the order in which the plans were submitted to the County with the exception that projects with more than two proposed plans will be given a lower priority. If a meeting time does not become available for that week, the applicant may either withdraw the plans within two business days of notification or the plans will be routed into the normal review process.

- Plan Review Meeting – The purpose of the plan review meeting is for the plan reviewers to provide comments that can be corrected by the designer(s) during the meeting. Therefore, all the designers are required to be present at the meeting. If all the designers are not present within 15 minutes of the meeting start time, the meeting will be canceled, and the applicant can withdraw the plans, submit the plans through the normal review process, or request an expedited plan review for the following week. If the applicant requests an expedited plan review for the following week, the plan will be given a lower priority in the scheduling process.

The designer(s) shall bring an additional copy of the drawings to create their own record of the changes to the construction documents for the project. Also, registered design professionals must have their seal with them to credential any design changes.

Changes made by the designer during the meeting will be made on all copies of the plans. If the designer is a registered design professional, the design changes must be clouded, sealed, signed, and dated. If the designer is a contractor/tradesmen, the design changes shall be clouded, signed, and dated.

At the conclusion of the meeting, if the plan is approved, the Building Permit may be issued after receipt of Building Permit Fees. The trade permits associated with the project may be issued within one business day of the meeting. **If technical issues cannot be resolved at the meeting or the review exceeds the allotted meeting time**, the applicant can withdraw the plans, submit the plans through the normal review process, or request an expedited plan review for the following week. If the applicant requests an expedited plan review for the following week, the plan will be given a lower priority in the scheduling process.

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### Frequently Asked Questions

1. **Q:** Will plans already in the system be allowed to be resubmitted as an expedited review?  
**A:** No. The overall goal of the program is to reduce the average Plan Review Times and the average number of submissions to obtain a permit. Therefore, it is critical to maximize the value of the Expedited Commercial Plan Review meetings each year.
  
2. **Q:** Can I submit plans to this program in advance of the preceding Thursday?  
**A:** No. (NOTE: Unless a holiday alters the start of submission time to Wednesday.)
  
3. **Q:** If the approval at the meeting cannot be achieved, what is the start date for the normal review process?  
**A:** The start date will be based on the Quality Control approval date.
  
4. **Q:** Must I schedule an appointment for the submission?  
**A:** No.
  
5. **Q:** Can a Framing and Rough-In Permit be issued once the Quality Control approval has been issued?  
**A:** Yes. However, the Quality Control approval may not be given until the following Monday.

### Attachment/Hyperlink

- [Expedited Commercial Plan Review Application](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/ExpeditedCommercialPlanReviewApplication.pdf)  
[www.pwcgov.org/eBuildingDevelopmentForms/forms/ExpeditedCommercialPlanReviewApplication.pdf](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/ExpeditedCommercialPlanReviewApplication.pdf)