
	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES COMMERCIAL</b>	<b>Effective Date:</b> November 12, 2015
		<b>Supersedes Policy Dated:</b> July 1, 2009
	<b>2.2 Expedited Plan Review Program</b>	<b>Issued by:</b> Eric M. Mays, P.E.  <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

- Projects that are being submitted for 1<sup>st</sup> Plan Review Submission and have not previously submitted and withdrawn.
- All Groups, excluding Assembly-Restaurants/Night Clubs (A2), Restaurants (B), Hazardous (H), Institutional (I) and Residential (R) Uses Groups.
- Alteration/Repairs and Tenant Layouts with a project area  $\leq 7,500$  square feet with low complexity (see the Project Complexity Table, page 4).
- Structural work shall be limited to minor structural alterations. Minor structural alterations are defined as: structural support for Rooftop Equipment  $\leq 1500$ lbs, ceiling hung transformers, water heaters, interior equipment suspended from existing or new structural members, 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. Structural calculations and details are required for loads between 500 and 1500lbs and suspended loads greater than 100lbs per hanger.
- Architectural/Building Plans and Structural Plans with calculations shall be prepared by a registered design professional (e.g., registered architect or professional engineer).
- Mechanical, Electrical, Plumbing and Gas Plans may be designed by a Registered Design Professional (A/E), 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](#); the [Contact Information Form](#); [Address Validation](#); and the [Asbestos Release Form](#).

The project must be submitted at the Building Plan Intake Counter between Wednesday at 8:00 AM and Thursday at 4:00 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.) Following is a summary of the preliminary review process:



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- a. The Building Plan Intake Counter staff will conduct a Quality Control Review to verify submission completeness. If the plans are complete, the plans will be accepted and routed to the appropriate Plan Reviewers.
  - b. The Plan Reviewers will perform a preliminary review to determine if the plan is suitable for the Expedited Review meeting.
  - c. The County staff will confirm the status of the Expedited Commercial Plan Review Meeting no later than Monday at noon and will:
    - i. Provide the date/time of the meeting and provide the preliminary review deficiencies that are to be corrected before the meeting; or
    - ii. Indicate the preliminary review deficiencies are too extensive, and the plans will be placed in the normal review process with comment letter to follow after all reviews are complete; or
    - iii. Indicate the project is too complex for the Expedited Commercial Plan Review Program, and the plans will be placed in the normal review process.
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; January 1<sup>st</sup>; July 4<sup>th</sup>; and Veterans Day. Additionally, if a County holiday occurs on a Thursday, Friday or a Monday, the project must be submitted at the Building Plan Intake Counter between 8:00 AM Tuesday and 4:00 PM Wednesday.

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. Please note; filing fees are not refundable.

3. 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

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within 15 minutes of the meeting start time, the meeting will be canceled, and the plans will be placed in the normal review 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 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 plans will be placed in the normal review process with scheduling based on the Quality Control approval date.

### 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 Wednesday?

**A:** No (NOTE: Unless a holiday alters the start of submission time to Tuesday.)

3. **Q:** If the plan is deemed not suitable for the meeting or 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.

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### Expedited Plan Review Program - Project Complexity Table

<b>LOW PROJECT COMPLEXITY (Expedited Plan Review Program)</b>	<b>HIGH PROJECT COMPLEXITY (Normal Plan Review)</b>
General Practitioner's Medical Office	Dental Office, Hyperbaric Chamber, Surgical Suite, Imaging Suite (CT, MRI)
Minor Repair Garage: Shop providing service for tires, brakes, AC, tune ups and fluid changes.	Major Repair Garage: Shop providing service for body repair, painting, engine overhaul, and work involving draining of the vehicle fuel tank.
Factory Use F2	Factory Use F1
Picture Frame Store	Woodworking Shop
Dry Cleaning Drop-off/Pickup	Dry Cleaning Plant, Laundromat
Tax Preparation Office (General Office)	Data Center
Engineering Firm Office (General Office)	Laboratory
Barber Shop	B Use Restaurant

#### Attachment/Hyperlink

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