

## TYPES OF PROJECTS THAT QUALIFY

- Tenant build-outs or alterations to existing tenant spaces in business, mercantile, and storage occupancies with a construction value up to \$1,000,000; alterations to existing multifamily buildings with a value up to \$100,000.
- New buildings up to two stories and 10,000 ft<sup>2</sup>/floor in business and mercantile, and 20,000 ft<sup>2</sup>/floor in storage occupancies.
- New multifamily buildings up to three stories and eight dwelling units in one building. Multiple building projects are not eligible for the expedited process.
- New buildings of one story and 5,000 ft<sup>2</sup> in assembly occupancies.
- Projects of other building types or values may use the process on a case-by-case basis if approved by the Building and Fire Official prior to submittal.

## CONSIDERATIONS

- The process is limited to projects that are straightforward and supported by completed plans with all supporting documentation.
- For projects located on the Historical Preservation Registry, the applicant will be required to pay the expedited fee even if the building permit fee is waived.
- The applicant should obtain the following approvals prior to submitting for Expedited Plan Review, or acknowledge that there may be delays in the permitting process pending these other reviews:
  - ✓ Environmental Permits (if not complete, the applicant must submit a simultaneous environmental review affidavit).
  - ✓ City of Tallahassee utility approvals (Power Engineering, Cross Connection and Solid Waste).
  - ✓ Department of Business and Professional Regulation, Division of Hotels and Restaurants approval, as applicable.

## Expedited Plan Review Process

1. The applicant submits an online application and uploads all appropriate plans and required documentation. If an architect or engineer is required to sign and seal the plans, the plans must be digitally signed per state laws and City policy. **The applicant must, at the time of application, specify they will be availing themselves of the expedited process.**
2. The applicant pays additional fees required for the expedited review based on current fee schedule.
3. Prior to acceptance, a cursory review is performed to ensure the application and plans meet the criteria for the expedited review, or if an exception can be granted.
4. On the day the application has been accepted, the Expedited Plan Review Coordinator (EPRC) electronically distributes it to the required plans examiners for review.
6. Within seven (7) working days, all plans examiners enter comments and complete any applicable tasks in the electronic permit system (OnBase).
7. Upon completion of all reviews, the building plans examiner will review the comments and tasks.

### If the application can be approved:

- the plans examiner will complete the applicable tasks in OnBase and assess the remaining fees.
- the EPRC will perform the final completeness check and invoice the applicant.
- upon payment, the applicant will be notified via email that the reviewed plans and permit card may be downloaded.

### If the application has been denied:

- the building plans examiner will complete the applicable tasks in OnBase and notify the applicant within seven (7) working days.
- all responses to the comments will be uploaded by the applicant to OnBase.

This is intended to be an interactive process for contractors, engineers, architects, licensed subcontractors, and City plan review staff. The applicant will be established at the time of submission and will remain the primary point of contact throughout the plan review process.

If a review session is desired to discuss comments and/or to resolve code discrepancies identified during the plan review process, the applicant should contact the EPRC to schedule it. The applicant is responsible for ensuring the contractor, engineer, architect and other related subcontractors attend the review session. See the full Policy text here.