

## Criteria for Over the Counter Plan Review Request

**An expedited plan review fee will be assessed to projects that obtain approval**

Please check the appropriate boxes and complete the Memorandum of Understanding (MOU). Include with the over-the-counter plan submittal.

**Residential:** Sign up begins at 7:30 am, doors open at 8:30 am and review hours are 1:00 pm to 3:00 pm Monday through Friday. To retain your place in line, you must be present at 12:45 pm. Projects eligible for over-the-counter review include:

- |   |   |
|---|---|
| <input type="checkbox"/> Tile roof calculations | <input type="checkbox"/> Remodels with minor structural changes |
| <input type="checkbox"/> Garage conversions     | <input type="checkbox"/> General code questions                 |
| <input type="checkbox"/> Outdoor pools and spas | <input type="checkbox"/> Most attached patio covers and trellis |
| <input type="checkbox"/> Patio enclosures       |   |

### Additional Limitations and Conditions:

- Projects that require approval from other departments, such as: Utilities, Design Review, Development Engineering, etc. may not qualify for an over-the-counter review.
- Estimated plan review time exceeding 20 minutes may not qualify.
- Plan review staff reserves the right to deem any project not appropriate for over the counter review based on the provided criteria and/or complexity of the project.

**Commercial:** Sign up begins at 7:30 am, over-the-counter screening begins at 8:30 am, and review hours are 9:00 am to 12:00 pm Monday through Friday. Projects eligible for over-the-counter review include:

- |   |   |
|---|---|
| <input type="checkbox"/> Basic Interior alterations (see note #1 below) | <input type="checkbox"/> HVAC installations (see note #8 below) |
| <input type="checkbox"/> Minor Electrical                               | <input type="checkbox"/> General code questions                 |

### Additional Limitations and Conditions:

- No first time tenant improvements and no additions.
- Occupancy groups B and M only, no restaurants, assembly, or group H occupancies.
- Projects that require approval from other departments, such as: Utilities, Design Review, Development Engineering, County Health etc. do not qualify for an over-the-counter review.
- No change in occupancies to a higher life safety hazard.
- No projects greater than 3,000 sq. ft.
- No structural modifications requiring engineering.
- No projects that require major disability access review or hardships.
- HVAC installs over 400 lbs. require a structural framing plan, engineered anchorage details and engineered calculations verifying the existing framing and anchorage.
- Must have Air Quality (Asbestos Survey), Planning approval & SCRSD/SASD receipt prior to submittal.
- Estimated plan review time exceeding 20 minutes may not qualify.
- Plan review staff reserves the right to deem any project not appropriate for over the counter review based on the provided criteria and/or complexity of the project.

**All other reviews, revisions, and re-submittals shall be submitted and targeted for formal review.**  
**Over-the-Counter Memorandum of Understanding**

I understand that requesting an over-the-counter review will not guarantee a permit issued same day unless the project meets the over-the-counter criteria and the plans have been approved by all disciplines. I also understand that this is a request and not a guarantee that my project will be reviewed. I understand that receiving an over-the-counter review depends on the availability of plan review staff and number of requests.

I confirm that my plans conform to the over-the-counter criteria as outline in this document.

Applicant's Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_