

**COMMERCIAL**

**Over the Counter (OTC) Plan Review Criteria and Request**

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

**Commercial:** Sign up begins as early as 8:00 am. OTC screening begins at 8:30 am. If you utilize the early sign-in sheet for commercial OTC between 8:00 am - 8:30 am, you must be present at 8:30 am to retain your place in line. Review hours are 9:00 am through 12:00 noon Monday through Friday. Projects for OTC review include:

- |   |  |
|---|--|
| <input type="checkbox"/> Basic Interior alterations                       | <input type="checkbox"/> Minor Electrical  |
| <input type="checkbox"/> HVAC installations ( <i>see note #11 below</i> ) | <input type="checkbox"/> General Questions |

**Limitations and Conditions:**

**Projects that do NOT qualify for OTC:**

1. First time tenant improvements, additions, new detached structures, and housing cases.
2. Projects requiring approval from other departments, such as: Utilities, Design Review, Development Engineering, County Health, etc.
3. Projects with changes in occupancy group classifications.
4. Projects greater than 3,000 sq. ft.
5. Projects that require major disability access review or hardships.

**Additional Limitations and Conditions:**

6. Estimated plan review time exceeding 20 minutes may not qualify.
7. Plan review staff reserves the right to deem any project not appropriate for OTC review based on the provided criteria and/or complexity of the project.
8. Occupancy groups B and M only.
9. Minor dry rot and fire damage repairs will be considered on a case by case basis, regardless of occupancy group.
10. Structural modifications requiring engineering must be minor in nature.
11. HVAC installs over 400 lbs. require a structural framing plan, engineered anchorage details and engineered calculations verifying the existing framing and anchorage.
12. Must have Planning approval stamps on plans prior to submittal.
13. Simple commercial revisions will be considered on a case by case basis, provided the applicant supplies the approved Job Copy of original plans. The revised sheets must be prepared in accordance with form CDD-0269.

**All other reviews and re-submittals shall be submitted and targeted for formal review.**

**OTC Memorandum of Understanding**

I understand that requesting an OTC review will not guarantee a permit issued same day unless the project meets the OTC 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 OTC review depends on the availability of plan review staff and number of requests.**

I confirm that my plans conform to the OTC criteria as outlined in this document.

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

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

**See page 2 of 2 for Residential Criteria and Memorandum of Understanding**

**RESIDENTIAL**

**Over the Counter (OTC) Plan Review Criteria and Request**

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

**Residential:** OTC reviews are performed from 12:45 pm to 3:00 pm Monday through Friday, and are offered on a first come first served basis. You may sign up for the service with reception staff any time after 12:00 noon (same day only), however you must be present at 12:45 pm to retain your place in line.

Projects eligible for OTC review include:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Tile Roof Calculations                   | <input type="checkbox"/> Conversions of attached garages | <input type="checkbox"/> Outdoor pools and spas |
| <input type="checkbox"/> Remodels with minor structural changes   | <input type="checkbox"/> Patio enclosures                | <input type="checkbox"/> General code questions |
| <input type="checkbox"/> Most attached patio covers and trellises |  |   |

**Limitations and Conditions:**

**Projects that do NOT qualify for OTC:**

1. New detached structures, additions, revisions, and housing cases.
2. Projects requiring approval from other departments, such as: Utilities, Design Review, Development Engineering, etc.
3. Must have Planning approval stamps on plans prior to submittal.

**Additional Limitations and Conditions:**

4. Estimated plan review time exceeding 20 minutes may not qualify.
5. Plan review staff reserves the right to deem any project not appropriate for OTC 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.**

**OTC Memorandum of Understanding**

I understand that requesting an OTC review will not guarantee a permit issued same day unless the project meets the OTC 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 OTC review depends on the availability of plan review staff and number of requests.**

I confirm that my plans conform to the OTC criteria as outlined in this document.

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

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