



Expedited Building Permit Plan Check Request

Overview: Building Permit Plan Check review is an important service that usually requires several specialists (i.e.: Public Works, Fire District, Planning, Structural Engineers, Mechanical, Plumbing etc.). The Community Development Department standard plan check review times are attached. We do our best to provide plan check review services on or before the deadline.

When an applicant needs a plan check sooner than the standard review times, our Building Services contractor, BPR, may be able to expedite the Plan Check service when staff is available to accommodate the request. The BPR expedite cost is an additional 50% of the plan check fee. Other reviewing specialists may also require an additional expedite fee.

Project Name: _____
Contact Name: _____ **Email Address:** _____
Expedite Building Permit: BP _____ **Desired Plan Check Date:** _____

Expedite Plan Check Review Process:

1. Complete the information above.
2. Email this form to the Permit Technician with the following subject line: "**Expedited Plan Check Review for Building Permit BP** (identify the building permit number)."
3. The Permit Technician will submit your request to the following staff:
 - a. **Building Official**
 - b. **Public Works Engineering**
 - c. **Fire District**
 - d. **Planning**
4. The Building Official will inform you: 1) whether we can accommodate your expedited Plan Check request, 2) the expedite plan check date, and 3) the estimated expedite fees.
5. The Applicant must confirm by email that they agree to the expedited plan check date and estimated fees.
6. The Expedite Fees will be collected prior to building permit issuance.

Applicant Certification: I certify that I have read and understand the Certificate of Use and Occupancy Process. By signing below, I acknowledge that:

- 1) The expedite request is dependent upon staff availability.
- 2) Not all staff may be available to expedite the plan check.
- 3) The expedite charge is an additional 50% of the plan check fee plus additional fees by other reviewing specialists (i.e.: Public Works, Fire District, Planning).

Applicant Signature: _____ Date: _____