

# Conditional Permitting Process for Superior Performers

## Plans Examiner

- Completes review of project.
- Documents code items.

## Customer

- Reviews comments.
- Requests a conditional permit on a reduced scope of work via email to the plans examiner
  - Defines the scope of work desired for the conditional permit
  - Defines the remaining scope of work
    - Acknowledges the remaining scope of work will be requested through Electronic Plan Management (EPM) for review within 10 business days

## Plans Examiner

- Evaluates if requested scope of work is feasible.
- If feasible, the plans examiner forwards request to Code Enforcement Manager (CEM) and copies the manager.

## CEM

- Evaluates the request within 24 hours of receiving
- If request is fine, approves request for conditional permit
- If request is not fine, makes suggestions on what will be acceptable
- Returns to Plans Examiner and copies the manager

## Plans Examiner

- Informs customer of approval of conditional permit
- If original request is modified by CEM, informs customer of changes.
  - The customer must then agree to the changes in writing (form to be developed)

## Once terms are agreed upon:

### Customer

- Modifies drawings to reflect the scope of work for the conditional permit
- Modifies the permit application to reflect the scope of work for the conditional permit
- Submits all drawing sets and permit application to coordinator

### Coordinator

- Adds cycle

### **Plans Examiner**

- Places note in Land Development software (LD) on reduced scope of work and approves cycle
- Places note in LD of scope of work that must come in within 10 business days
- Places note in LD of amount of time needed for review of Revision to Approved Plan (RTAP)

### **Coordinator**

- Charges \$145.00 per hour per trade for modification and re-review of drawings
- Processed plans and issues permit

### **Within 10 business days:**

#### **Customer**

- Submits application in EPM for RTAP within 10 business days.

#### **Scheduler**

- Estimates the project based on information provided by plans examiners in LD

#### **Coordinator**

- Schedules project for the RTAP

#### **Customer**

- Must schedule review within 20 business days, may not extend out

#### **Plans Examiner**

- Completes the review

#### **Coordinator**

- Processes the approved plans
- Charges RTAP fees
- Issues 2<sup>nd</sup> permit

### **PERMITTING**

Since the fees are collected up front, money may be pulled from the holding account only once.

#### **Coordinator**

- Initial permit is for the reduced scope of work; however, the permit is charged for the full amount of work.
- Second permit is issued for a nominal permit amount; original permit is referenced for fees.

## PROGRAM DETAILS

### Projects

- Business, Mercantile, Storage
- Upfits/Renovations

### Service Streams

- OnSchedule
- Express Review
- Rehabilitation Code
- Mega

### Performers

- Superior

### Technology Needs

- Button in Posse for Conditional permits
- Ability to adjust AE score to change from a disapproval to a nonevent
- Have Posse list the conditions of the permits
- Have Posse put in a prefix to designate it as a conditional permit

### Key Points

- Project name will need to be changed to reflect it is now a conditional permit
- Holds need to be placed on permit
- Participants must sign document of agreement
- Need to create a form letter that outlines the conditions of the permit, the responsibility of rescheduling in a timely manner
- Scope of work for RTAP should be outlined, no added work
- If program begins prior to technology improvements, the manual process will be labor intensive
- This program is being offered as a pilot program