

# Plan Review Task Force

## Conditional Permitting Pilot Program

April 12, 2010

### 1. Background

Intended to apply to commercial project and give the Department another tool when the defects in a plan review lie outside the criteria established for Approved as Noted, or Interactive Review, this idea would apply to projects where a plan is substantially compliant with the code, containing discrepancies only in a defined area or topic. The basic concept; in such a case the Department would issue a permit to proceed with work for all areas other than those non-compliant, with the condition that those defects must be reviewed and approved in the office before that work may proceed. Examples include accessibility requirements not impacting footing/foundations, or a hardware schedule or hardware security not impacting field work layout.

The program would allow permit issuance on substantially correct plans, and construction proceeding in the field with the understanding(condition) that comments will be addressed by the A/E prior to work commencing in those affected areas. Plans correcting the noted defects must be submitted and approved before the project moves beyond the scope of work agreed to as a "condition" on the initial permit. Controls would be put in place to assure the project does not move beyond the agreed point. This allows the owner's team to "clean-up the drawings" without losing the required time from the construction schedule.

### 2. Conditional Permitting Program

Conditional Permitting would be restricted to only Superior Performers (team score) within the A/E pass rate Incentive Program and the High Performing Contractor (Performance level to be determined). This tool will provide the ability for the Plans Examiners, Architects, Engineers and Contractors to start the project with outstanding code issues to be resolved as a Revision to Approved Plans (RTAP) submittal. It is being offered as a pilot program.

#### 2.1 Type of Projects:

**2.1.1 Projects eligible for Conditional Permits will be upfits and renovations of Business, Mercantile or Storage occupancy. They will follow these guidelines when determining eligible projects:**

#### 2.1.2 Eligible Projects

- Types - Upfits and Renovations
- Service Streams – On-Schedule, Express Review, Mega
- Occupancy - Business, Mercantile, Storage, Utility

**2.1.3 Any projects identified above that require any of the following agencies are not eligible:**

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- Health Department
- City of Charlotte Land Development or Mecklenburg County Engineering
- Planning
- Storm water

**2.1.4 Any project not identified above is not eligible for this program.**

If projects require small town zoning approval, Huntersville, Davidson, Cornelius, the approval must be in place in order to be eligible for Conditional Permitting.

**2.2 Time of Review/Application/Scheduling:**

A project would follow the standard submission process and applies only to defects that do not affect the project start. If defects are noted in a specific area or repetitive detail, but those defects exceed the criteria established for either Approved as Noted, or Interactive Review, the reviewer will disapprove the project. If the project is eligible, the owner's AE may express their wish to use the program.

The plan examiner would draft a list of defects requiring correction on the plans. This list will serve as the "conditions" of permit issuance. The list is included as part of the permit itself (either on the permit, or as a noted attachment). Work may proceed in all areas outside the conditions. The owner's AE submits the corrections later under the RTAP program. Final approved documents (RTAP documents) amend the original related sheets.

Projects that are issued a Conditional Permit, must have the RTAP application submitted into EPM within 10 calendar days of the issuance of the permit.

The Plans Examiner will typically take 5 business days to complete the review. No additional changes other than those that were requested in the first review will be accepted in the process.

**2.3 Logistics:**

This is a brief overview. Full details are given in the Conditional Permitting process document.

**Customer will:**

- Request conditional permitting

**Plans Examiner will:**

- Evaluate if project is a candidate.
- Contact the Code Enforcement Manager (CEM) to determine if request is acceptable.
- Inform customer conditional permitting is accepted

**Customer will:**

- Modify drawings to reflect the scope of work for conditional permit.
- Submit drawings for review and conditional permit issuance.

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**Plans Examiner will:**

- Ensure drawings reflect the reduction of the scope of work.

**Coordinator will:**

- Issue permit for Conditional scope of work.
  - The initial permit is charged for the full amount of work.

**Customer will:**

- Within 10 business days request time for review of remaining work as a RTAP

**Plans Examiner will:**

- Complete review

**Coordinator will:**

- Charge fees
- Issue 2nd permit for remaining scope of work
  - The 2nd permit will be a nominal fee with a note relating it to the original permit.

**2.4 Fees**

The project will be subject to normal permit and plan review fees. The RTAP submittal will be subject to the \$145 per hour per trade charge as outlined in the Revisions to Approved Plan process.

**2.5 Grading**

Projects that participate in Conditional Permits will be graded as part of the AE Pass Fail program. Mega

projects will not be graded.

**2.6 Start Date**

Start date is anticipated to be mid-April 2010

**2.7 To Be Determined****Technology Needs**

- Button in Posse for Conditional permits

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- Ability to adjust AE score to change from a disapproval to an event that does not count against grade/score
- 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
- Owner 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 is started prior to technology improvements, the manual process will be labor intensive.
- The program is a pilot program

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