

Express Review

Multi-Family 2nd cycle Review Guidelines

2nd cycle express reviews may be performed under the following guidelines:

- 2nd cycle express reviews must be arranged at the beginning of the application process in conjunction with the first cycle review.
 - The customer must confirm with the project coordinator that the project qualifies for 2nd cycle express.
- Only residential occupancies of construction Type 5A and 5B are eligible.
 - No projects with mixed construction types
 - No “table top” construction
 - No mixed use buildings
 - This does not include clubhouses, pool houses or amenity spaces.
 - No projects with property line or easement components
- The application for 2nd cycle express must be submitted **before** a project is scheduled for 1st cycle review.
 - This application is to reserve the time required for the 2nd cycle review and calculate any express review fees.
 - The designer of record will upload 2nd cycle drawings to the **original** project number.
 - Coordinator will schedule the second cycle express review.
 - 16 hours will be held for the second review (Two consecutive 8 hour days.)
- 5 days will be allowed to cancel the 2nd cycle express.
- During the first cycle review, as soon as the plans examiner (PE) determines the hours needed for re-review he will let the project coordinator know.
 - Anything over 16 hours disqualifies the project for 2nd cycle review.
 - If, in the estimation of the PE, more than 16 hours will be required the PE will notify the project coordinator as soon as possible. The PE will also put a comment in the project notes for the reasons more than 16 hours is required.
 - If the 2nd cycle review time takes the entire 16 hours and the PE is not able to approve the review, the project will either be disapproved then brought back for 3rd cycle, or the review may be eligible for interactive review. (See Express Plan Review Guidelines for Interactive Review.)
- Express Review policy requires that all seal holders must be present for the entire review. (See Express Review Guidelines.)
- At the completion of the 2nd cycle express review the coordinator will cancel the project number that was generated by the 2nd cycle application. 2nd Cycle Express reviews will follow the same protocol as Express Review. The main difference is the pre-scheduling and qualification.