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**Policies / Interpretations / Procedures**

**BD-PP-0019**

**“OVER-THE-COUNTER” PLAN REVIEW APPLICATIONS**

**Policy Summary:**

Describes the “Over-the-Counter” plan review program and provides information and guidelines for accepting applications.

**Background:**

The Building/ Safety Division has recognized a need for a process which allows staff to review and approve permit applications for minor work, associated with a tenant improvement or a single-family project, in a time frame other than the established plan review process requiring up to three weeks.

**Discussion:**

There are many examples of minor construction for which a customer must obtain a permit prior to commencing work. Until now, staff has had no identified method in which to process these types of projects in a timely manner. Historically, all construction permit applications have followed a prescribed routing process that required each application to wait in line for its turn in the review process, resulting in a 2 to 3 week period of time. Because of a desire to shorten the time required to obtain a permit for minor work, the City has adopted an “over-the-counter” (OTC) review and approval process identified in this policy and a subsequent procedure BD-PP-0027.

**Policy:**

1. A customer may request an OTC plan review for minor modifications associated with a tenant improvement or a single-family projects. For the purposes of this policy, an OTC review is one in which the customers plans can be reviewed and, if approved, a permit can be issued immediately. All applicable information required to conduct and complete the plan review must be presented at the time of the OTC appointment.
2. A plans examiner will be available to review OTC applications from 8:30 a.m. - 11:30 a.m. Thursdays.

3. The plans examiner will determine if the proposed work is minor enough in nature that a plan review can be completed within 15 - 20 minutes, thereby warranting an OTC review.
4. Plans with structural alterations may or may not be issued over the counter depending on the complexity of the structural alteration.
5. Plans requiring review and approval through the Land Development Code and/or City Engineering standards do not qualify for the OTC process.
6. The Inspector shall create a case through Eden following the review and approval. The Inspector will enter the applicable fees and conditions of approval into the case.