



COMMERCIAL PLAN REVIEWS

FM: Tony Guasp, Chief Building Official

DATE: January 21, 2015

SUBJECT: At Risk Building Permit Applications

In most cases, applicants for a commercial building permit are required to go through the Site Plan Review process in order to receive a building permit. If you are required to go through this process, you may choose to have your building plans reviewed concurrently with the site plan review. There is an advantage to this concurrent review. The site plan review process is generally much lengthier than the building plan review. Usually, by the time that the site plan review is complete, the building plan review is approved and the applicant is ready to receive their permit.

There are also some risks involved in proceeding in this manner and that is why this is called an “At-Risk Building Permit Application”. Applicants need to accept and understand the disadvantages and risks. When an applicant desires to submit for a building permit review under these circumstances, they should fully understand the following:

- Even though the building permit plan review is complete, a permit will not be issued without a Site Plan Review clearance
- Plan Review fees shall be collected at time of submittal, unless authorized by the building official.
- Plan Review fees are non-refundable, once the review has begun. If your project is denied or substantial changes are required at the site plan review, the plan review fee is still non-refundable.

Please sign below, acknowledging that you have read and understand the above. Thank you.

Applicant Signature: _____ Date: _____

SPR#: _____

TRACKING#: _____

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION
Tony Guasp, Chief Building Official**