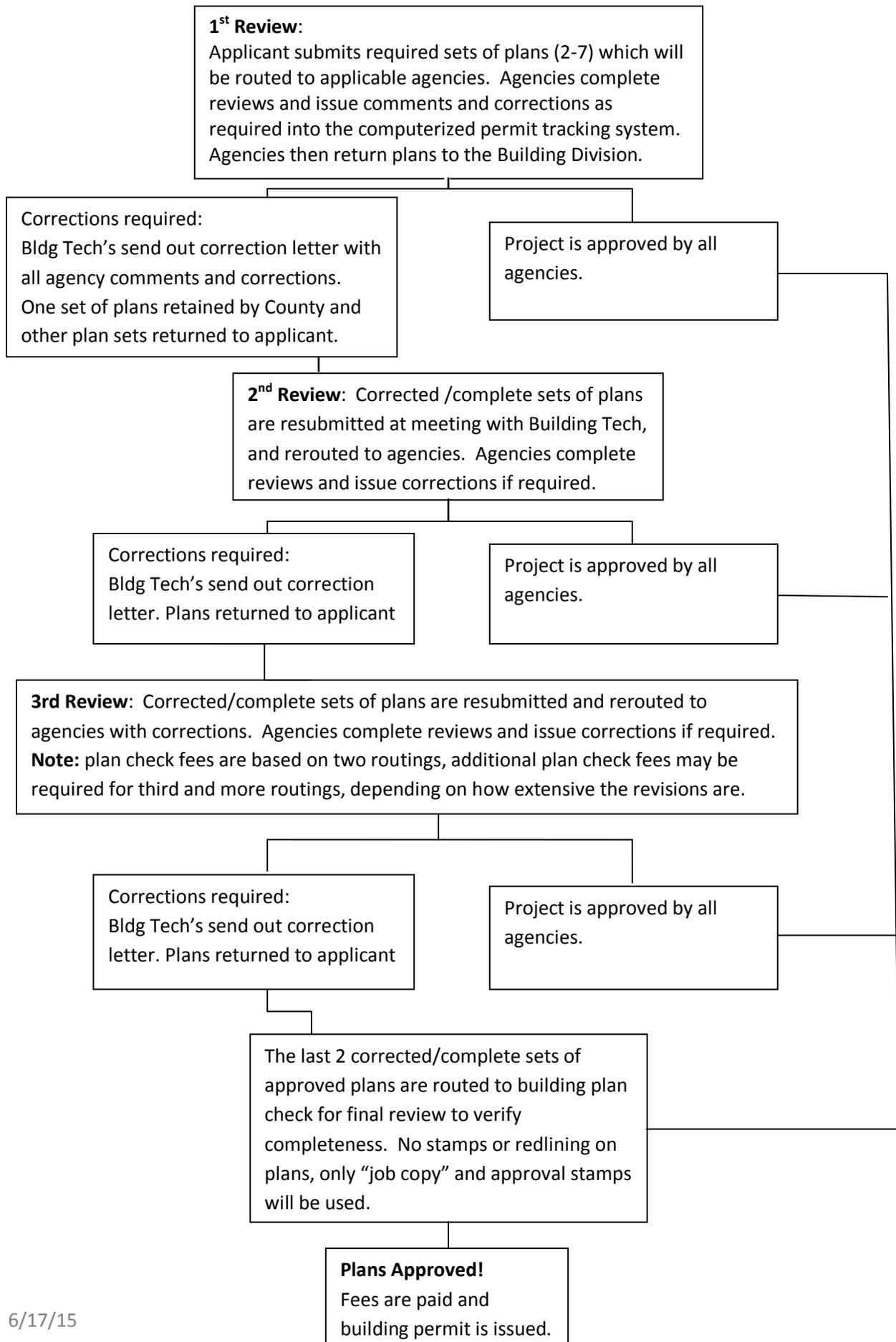


Building Permit Plan Review and Resubmittal Procedures



Building Permit Plan Review and Resubmittal Procedures

1. This procedure only affects project plans which are submitted for plan review. Plans for over the counter permits are for reference only, and reviewers may red line or stamp notes on these documents to help clarify and expedite the approval process.
2. Building Techs will continue to consolidate agency plan check comments that have been entered into our permit tracking system from all departments and agencies, send out the correction letters, and put the application into resubmittal status.
3. Departments and agencies outside of Planning will return reviewed plans to building division.
4. Plan reviewers will return the transmittal cover sheet routed with the application to Building Techs with notes indicating if plans were approved or denied.
5. Building will keep one set of the original plans and project documents submitted as a control set.
6. The two corrected/completed sets of approved plans will be checked one last time by Building plan checkers for completeness utilizing the original control set to compare with for any changes to project. Building plan reviewers will then stamp one set with the approved and job copy stamps, and the other set will be stamped only on the first page with the office copy and approval stamps.
7. The Building plan checkers will ensure that each approved plan set has an Environmental Planning Notes and Required Inspections checklist attached, which is prepared, signed and dated by a resource planner or civil engineer from the Environmental Division.
8. The job copy will be issued to applicant, and the office copy will be kept in Planning Dept.
9. After permit issuance and prior to final building approval, the owner, designer or architect must submit a digital version on a compact disk of the final approved plans and all supporting documents included for County archives. The designer must certify that the copy is of the approved set.
10. Any changes to approved plans must be submitted through the change order process and follow a similar process. After issuance of the change order and prior to final building approval a complete digital copy of the change order plans and documents must be submitted for County archives. The designer must certify that the copy is of the approved set of plans.
11. All departments and agencies must **discontinue using stamps or redlining** during the plan check process. If it needs to be on the plans, then the person responsible for the plans must put it there, or the reviewer can produce a document with the information which can be attached to the plans. These notes or information will need to be included in the electronic copy.
12. Two large tables and a stapler will be provided in the rear planning lobby to assist applicants if they chose to do plan set consolidation while visiting the Planning Department.