



DIVISION OF
ENGINEERING & CONSTRUCTION MANAGEMENT
PLAN REVIEW | PERMITTING | ENGINEERING | CONSTRUCTION

MEMORANDUM

TO: Permit Customers, Contractors and Vendors

FROM: Angela Smith, Deputy Director (Permitting)
Tim Lung, Deputy Director (Plan Review)

DATE: August 15, 2016

SUBJECT: Concurrent Review Policy

This memorandum will serve to provide a guideline for concurrent review submittals for site plans, grading plans, subdivision plats, re-plats, redline revisions and building permits in relation to one another.

Building Permits

- A building permit that requires a site plan can be applied for prior to site plan approval provided the site plan has been submitted and has received an “accepted” status prior to permit application.
- Any building permit that is applied for as a “concurrent review” is with the understanding that the building permit will not be issued until the site plan has been approved. The building permit application shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued per Section 105.3.2 of the IBC (International Building Code).
- Any revisions to the building plans after the initial submittal could result in revisions to the site plan.

Site Plans

- Site plans in conjunction with a building permit must be submitted and accepted prior to building permit application.
- A site plan must be approved prior to issuance of a building permit
- Any revisions to the site plan after the initial submittal could result in additional and/or revised building plans.
- Three copies of the site plan along with (3) copies of the dimensioning page must be submitted at time of permit application.

- If a redline revision to a site plan is required, it can be submitted concurrently with a building permit.
- Redline revisions must be approved prior to issuance of the building permit.

Subdivision Plats and Replats

- Plats and Re-plats can be submitted as a concurrent review and must have an “accepted” status prior to building permit application.
- Building permit will not be issued until the plat/re-plat has been approved and recorded at the Land Records with a plat folio number

Grading Plans

- Two Year Updates to a grading plan must be submitted and have received an “accepted” status prior to the building permit application.
- Standard Grading Plans and Site Specific-Form 2 Grading Plans relevant to a building permit must be submitted at time of permit application or have been submitted prior to permit application.
- Site Specific Grading Plans (disturbance > 30,000 sq. ft.) must have received an “accepted” status prior to permit application.