

Plan Review Description	Classification	Target (Business days) Exclude weekends/holidays/furlough Date assigned => Review Completed	Direct customer to:
Commercial alterations - < 5K sf+/- no structural changes, no food service, no change of use to a higher hazard	A	1	PE-Inspector
UDC alterations or additions (< 400 sf +/-)	A	1	PE-Inspector / PE-Specialist
Commercial alterations > 5K sf – 20,000 SF, structural modifications, food service, change of use to a higher hazard included.	B	1	PE II/III by appointment
UDC alterations/additions > 400 sf (< 50% of the dwelling area affected)	B	1	PE II/III by appointment
New Commercial buildings, additions, & alterations	C	15	Submit plans to the Development Center
Fire protection walk in program < 5,000 sf	D	1	Fire Protection Engineer T/Th 8-Noon
Fire protection plan reviews >5,000 sf	E	10	Submit plans to the Development Center
HVAC - alterations < 20,000 sf	B	1	PE II/III by appointment
HVAC-new buildings/additions/alterations > 20,000 sf or	F	10	Submit plans to the Development Center
Plumbing plans	G	10	Submit plans to the MPE
New UDC// > 50% of the dwelling affected (complete rehab)	H	10	Submit plans to the Development Center
SPS 310 - Tanks	I	15	Submit plans to the Development Center
Walkins	W	1	PE-S
Code consultations			PE II/III by appointment
Revised 051413			