

We are pleased to be able to offer Over the Counter (OTC) plan review to expedite and simplify your project. OTC reviews are intended for smaller, less complicated projects that can be reviewed in under 20 minutes. OTC reviews will be held every Tuesday from 9:00 AM to 11:00 AM and applicants are encouraged to arrive early to secure their position in line.

What is Eligible for OTC Review?

- Small residential additions and remodels
- Decks, carports, porch covers and sheds
- Plumbing and mechanical for residential
- Commercial mechanical roof top unit (RTU*) replacements
- Simple tenant improvements (to be determined by plan reviewer)
- Plumbing and mechanical for small tenant improvements

What is NOT Qualified for OTC Review?

- New commercial or residential projects
- Deferred permits for new commercial projects (plumbing and mechanical)
- Change of use tenant improvements (to be determined by plan reviewer)
- Complex tenant improvements (to be determined by plan reviewer)
- Sprinkler, fire alarm or electrical
- Adult family home conversions
- New-installation mall kiosks

OTC Review Submittal Requirements

All submittals require two full plan sets (see below) on a minimum size 11x17" paper, drawn to scale. Please note that deferred submittals for commercial projects must be on the same size paper as the Tenant Improvement (typically 24x36") **Not all items on this checklist may be applicable to your project, please feel free to contact us regarding specific requirements.*

Commercial Plan Sets

- Coversheet:
 - Construction type/Occupancy Use
 - Square Footage
 - Occupant loads
 - State adopted codes
- Site plan:
 - Address
 - Property line
 - Building in relation to streets
 - N Arrow Indicator
- Floor plan:
 - Suite and entire floor of tenant improvement
 - Exiting
 - Appliances/Fixtures
- Construction details:
 - Framing details
 - Door hardware (per 2015 IBC, Section 1010 and LMC 16.04.230 and 16.04.240)
 - Rated assemblies
 - Occupant separations
 - Accessibility requirements
 - Beam calculations
 - Engineering with calculations*
- Energy code forms

Residential Plan Sets

- Coversheet:
 - Construction type/R3 Occupancy
 - Square Footage
 - State adopted codes
- Site plan:
 - Address
 - Property line
 - Building in relation to streets
 - N Arrow Indicator
- Floor plan:
 - Entire floor layout including all floor levels
 - Exiting
 - Appliances/Fixtures
- Construction details:
 - Framing details
 - Beam calculations
 - Engineering with calculations
Rated assemblies (i.e., garage to house separations)
- Energy code forms