

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 quickly. OTC reviews will be held every Tuesday from 9:00 AM to 11:00 AM.

QUALIFIED PROJECTS

- Small residential additions and remodels.
- Most 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 tenant improvements.

PROJECTS REQUIRING STANDARD REVIEW

- New commercial or residential buildings.
- Deferred permits for new commercial buildings (plumbing and mechanical).
- Change of use tenant improvements.
- Complex tenant improvements.
- Sprinkler, fire alarm or electrical.
- Adult family home conversions.

INFORMATION NEEDED FOR SUBMITTALS

- Two (2) full and complete sets of all plans/documents and drawn to scale. Plans cannot be reviewed without a complete set of documents.
- All plans/sheets must be of the same size paper.

Commercial Projects / Required Information

- Plans: Minimum preferred size is 24"x36". 11"x17" may be acceptable if plans are clear. Detail on plans must be legible.
- Site plan.
- Construction details.
- Framing details.
- Construction type.
- Occupancy.
- Occupant loads.
- State adopted codes.
- Door hardware (IBC and LMC 16.04.230 and 16.04.240).
- Rated assemblies.
- Occupant separations.
- Accessibility requirements.
- Beam calculations.
- Engineering with calculations.
- Floor plan – suite and entire floor of tenant improvement.
- Energy code forms.
- Exiting.

Residential Projects / Required Information

- Plans: Minimum plan size is 11"x17". Detail on plans must be legible.
- Site plan.
- Construction details.
- Framing details.
- State adopted codes.
- Rated assemblies, i.e., garage to house separations.
- Beam calculations.
- Engineering with calculations.
- Floor plan – all floors, not just those under construction.
- Energy code forms.
- Exiting.

We look forward to working with you!