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All expedited plan reviews and schedules must be negotiated, scheduled and agreed upon prior to login of construction documents.

To obtain approval for Priority Expedited Plan Review:

1. Applicant must complete a PEPR Request Form and submit it to the team supervisor assigned to the project.
2. Team supervisor will discuss the request and proposed schedule with the permit applicant.
3. Team supervisor will evaluate the request, schedule, and feasibility. The team supervisor may also discuss the request with the Deputy Director, if needed.
4. Team supervisor will recommend approval or denial of the request.
5. Applicant will be informed of the decision within two business days of the request. The team supervisor will email a copy of the signed application to the applicant. If the request is approved, the team supervisor must indicate the number of calendar days required for the first and second review. Review times shall be based on the TRT Turnaround Times, Ticklers document.
6. Applicant will proceed with submittal of construction plans. The applicant must submit a copy of the approved PEPR Request Form along with the applicable plan review application at the time of submittal.
7. Payments and Submittals will create the appropriate plan review type. A copy of the application and PEPR Request Form will be placed in the project file. The application, documents and plans will be routed to BIN.
8. Once plans are logged in, Payments and Submittals will tickle review staff based on the review days as indicated on the PEPR request form. The number of review days should be based on the TRT Turnaround Times, Ticklers document. The cumulative number of review days for first and second review shall be placed in the comments field of the login activity in KIVA.
9. It is the responsibility of the team supervisor to monitor Priority Expedited Plan Reviews and verify turnaround times are being met.