



An **Adaptive Reuse** “*permit category*” checkbox is used when creating plan review and permit records in KIVA for scopes of work that include a change of use, occupancy, or significant change in character. Use of the **Adaptive Reuse** *permit category* will help improve coordination between staff, ensure Program specific policies and fee incentives are properly administered, and help track eligible projects from plan review to Certificate of Occupancy.

Adaptive Reuse Program requirements are defined in the TRT document titled **Adaptive Reuse – Tiered Eligibility Criteria**

Site Planners, Building Code Examiners, Engineering Technicians, and staff assigned to the Office of Customer Advocacy (OCA) are all responsible for identifying plan review submittals and permits that are eligible for Adaptive Reuse Program policies.

OCA staff responsibilities:

- Review preapplication and preliminary site plan submittals on a weekly basis
- Assist customers with Adaptive Reuse site and building plan submittals
- Mark the Adaptive Reuse *permit category* checkbox for eligible projects
- Advise the Team Leader and site planning staff about Program eligibility

Site Planning responsibilities:

- Mark the Adaptive Reuse permit category on the *Site Planning Submittal application* for eligible plan review submittals
- Consult with OCA staff to confirm a site plan submittal (at log in or prior to plan review) is eligible for the Program
- Refer counter customers interested in the Adaptive Reuse Program to OCA staff for information

Engineering Technicians (Payments and Submittals) responsibilities:

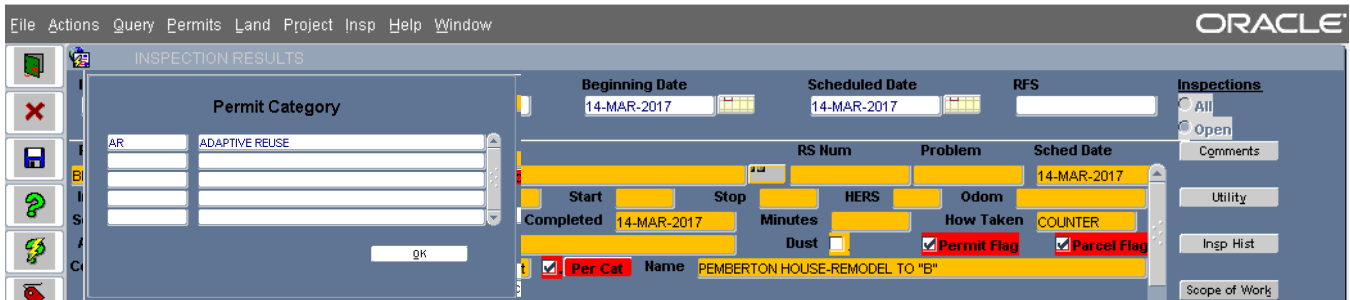
- Mark the Adaptive Reuse *permit category* checkbox when setting up a plan review when identified on the *Site Planning Submittal Application* or *Commercial Permit/Plan Review Application*
- Refer counter customers interested in the Adaptive Reuse Program to OCA staff
- Consult with the OCA if staff believes the plan review is not identified as Adaptive Reuse but may be eligible

Building Code Examiners responsibilities:

- o Mark the Adaptive Reuse *permit category* checkbox when setting up a permit for a scope that was previously identified as Adaptive Reuse
- o Consult with the OCA if staff believes the plan review should have been identified as Adaptive Reuse, but was not.
- o Refer counter customers interested in the Adaptive Reuse Program to OCA staff

Inspections responsibilities:

- o Review *Inspections>Results* in KIVA prior to responding to a call for inspections, to verify if a permit is identified in the “Permit Category” as Adaptive Reuse.
- o Contact OCA staff to identify unique conditions or Adaptive Reuse policies that should be considered when inspecting applicable projects.



The Adaptive Reuse permit category, when applied, appears in the project scope. **Staff should consult with the OCA on Adaptive reuse projects prior to plan review** for information on the unique conditions of the project that may affect Ordinance or Code Compliance.

