



The purpose of this guideline is to establish the types of structural permits that may be issued over the counter. Regardless of the types of projects listed in this guideline, plans may need to be submitted for review. Several factors may influence when a plan needs to be submitted for review. Some of these factors include, but are not limited to: complexity of project, quality of plan submittal, organization of plan submittal, time required for review, number of customers waiting for service, and if other disciplines need to review the project.

The following structural permits may be issued over the counter (OTC) if plans are completed per **Commercial Building Permit Submittal Checklist** (TRT/DOC/00029) with no other outstanding issues:

- Fences
- Demolition
- Awnings
- New opening in existing walls
- Installation or replacement of mechanical equipment
- Fire, Storm, or other Damage “Restore to Original”
 1. OTC with no structural requirements
 2. OTC with minor structural requirements if following information are provided:
 - Architectural site plan showing location of the property
 - Exterior wall distances to property lines
 - Construction type of the building
 - Occupancy group of the building
 - Engineer’s assessments report/letter
 - Structural calculation
 - Framing plans
 - Structural details
 - Structural materials specifications
 - Structural observation certificates
 - Special inspections certificates
 - Fire rating requirements of the building where occurs

If missing items are minor the plan reviewer may approve the plans as noted.