



Self-Certification Program

Field Building Plan Review by City Inspector

Purpose

To establish a policy and provide consistency in the fees charged for minor plan reviews performed by field inspectors.

Field Plan Review

Frequently, changes are made during the construction that require a revision to the building plans. Many of these revisions are minor in nature and can be reviewed for code conformance by the City Field Inspector without requiring a formal submittal through the PAC Center for review by a Plans Examiner or Engineer. This field plan review is a benefit to the customer, saving them time waiting in the queue for plan review; however, the cost to the Department must still be recovered. Fees for this Field Review will be charged on an hourly basis in accordance with the Fee Schedule.

Procedure

- Contractor requests field review of minor plan changes via the inspector.
- Inspector and supervisor consult on the feasibility of doing the review contingent upon complexity and current workload.
- Inspector completes **FIELD PLAN REVIEW SERVICES FEE NOTICE** and includes the amount of time spent on plan review. Time is rounded up in half-hour increments, with a minimum of one hour.
- Contractor signs form.
- Contractor pays fee. City Hall Cashier takes payment.
- Final inspection will not be passed until all payments have been made.

Note: Each request for Field plan review shall be pre-approved by the Building Official or the PAC Manager