QUICK START I
PLAN REVIEW PROCEDURES

PURPOSE

To provide a means for expediting the plan review of large commercial design projects prepared by professional (licensed architect/engineer) designers, and which are ready for final plan re-submittal for minimal corrections. A paid review meeting may be scheduled in order to review corrections for permit issuance.

BACKGROUND

On occasion a large project that has been through one or more plan reviews has only a few remaining items outstanding that affect more than one of the codes, or multiple sections, and therefore would be subject to the full plan submittal review period. After plans are corrected, the completed plans are again submitted on a first come, first served basis to be re-reviewed. The normal turnaround time takes up to two weeks.

This proposal is to reduce the time for qualifying plans that have been corrected for resubmittal and have minor clarifications that can be noted by the licensed design professional during a meeting without having to redesign and reprint the drawings. A meeting for the purpose of making final review of the plans may be scheduled with the owner, licensed architect/engineer, and City of Houston plan examiners. If successful, the plans would then be corrected, immediately sealed, signed and dated by the design professional, and reviewed by staff during the meeting. Upon approval the plans would be submitted for twenty-four (24) hour processing to stamp the approvals and make computer entries.

BENEFIT

The ability for design professionals to meet one-on-one with plan examiners to expedite the review of large projects with the designer's personal guidance through the corrections and the designer's ability to "red line" corrections in order to approve the plans for permit within an hour of meeting time rather than resubmitting the plans into the system for eleven (11) to fourteen (14) days review of corrections.

PLAN TYPE QUALIFICATIONS

- Valuation for the project scope of work must equal or exceed $1,000,000 or be registered as a Leadership in Energy and Environmental Design (LEED) building.
- Scope of work must require the services of licensed architects/engineers as per the Texas Architectural and Engineering Practice Acts.
- Must be professionally designed throughout by licensed architects/engineers.
- Must have completed at least one (1) review through Commercial Plan Review before qualifying.
- Plan design must have been complete when submitted for the original review by Commercial Plan Review. Incomplete or preliminary stage plans submitted on the first review will not qualify.
- Must have all required departmental approvals other than Structural, Electrical, Plumbing, Mechanical, and Storm Drainage before qualifying. Nonpayment of impact fee does not disqualify.
- The complexity of the plan rejections and corrections are limited to those that may be reviewed for compliance within one (1) hour for each trade. The complexity determination is reserved for Plan Review Management.

STEPS

1. After receipt of plans from Code Enforcement following a complete review, applicant makes request to Commercial Plan Review Division Manager for "Quick Start I" service by completing the Quick Start I Application.
2. Division Manager makes determination for qualification of plan and staff availability.
3. Division Manager and applicant coordinate a date and time for the "Quick Start I" review meeting.
4. The review meeting requires the presence of the responsible licensed architects/engineers who may assist in the explanation of plan corrections and who may "red line" the plans to obtain plan approval. "Red line" corrections will require the licensed architect/engineer to reseal the corrected drawings in the meeting to obtain approval. “Red line” corrections will require the professional to reseal the corrected drawings in the meeting to obtain approval per state law seal requirements.
5. Upon complete approval plans are resubmitted for processing within one (1) day.

   Note: If plans cannot be approved after a Quick Start I meeting, a corrections report will be provided within one hour.

LIMITATIONS

Quick Start I will be limited to *one project per day* subject to staff availability and workload restraints.

Significant corrections that could not be “red lined” would require that the designers correct the drawings and resubmit for expedited review or schedule a second Quick Start I meeting with all attendees.

COST

The Quick Start I fee will be 65% of the calculated building permit fee for the complete project, payable in advance of the review meeting. The fee is applicable for no more than two (2) Quick Start Review meetings (or one meeting and one expedited review) only. If the plans cannot be approved for permit during two (2) Quick Start I meetings (or one meeting and one expedited review) they no longer qualify for the Quick Start I service and must be resubmitted for standard review.

LEED INCENTIVE PROGRAM

LEED projects which achieve certification will also qualify for a graduated rebate of the Quick Start fees.
The rebate is based on the level of achievement - certified, silver, gold or platinum.
The levels of achievement and rebates are as follows:

- Platinum Level – 100%
- Gold Level – 75%
- Silver Level – 50%
- Minimum Level – 25%

Within 90 days after construction, when LEED certification is achieved, the applicant must present the certificate from USGBC to confirm the level of achievement.

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