

STORM PLAN REVIEW WALK-IN GUIDELINES

WHAT IS A WALK-IN?

- A walk-in is a process available to customers (homeowners / design professionals) whose scope of work meets the established criteria below to have their Building Code Enforcement plans reviewed by a Storm Drainage plan reviewer on a walk-in basis.
- Only permits and fees issued by the storm drainage group will be assessed during the walk-in. All other permits and fees will be issued by Building Code Enforcement.

TIME OF SERVICE

- Mondays and Wednesdays from 8:00 AM to 3:00 PM.

PROCEDURE

1. Customer must pull a ticket for “BCE Storm Project (City Eng)” in 1st floor kiosk.
2. Customer will wait to be called in waiting area(s) in 1st floor.
3. Plan reviewer will verify if project qualifies for walk-in service.
4. If qualified for walk-in service, plans will be reviewed by plan reviewer.
5. Only one (1) plan will be reviewed per customer/ticket.

QUALIFICATIONS FOR WALK-IN SERVICE

- Each walk-in must have a project number assigned for a building permit in ILMS.
- One complete full review cycle must have been performed and have been processed out of the system as rejected with rejection comments by the Storm Drainage (360) group.
- A response sheet is provided with the plans, if the engineer of record is not present at the walk-in. Response sheet should address each comment and reference the sheet number or location in which the corrections may be found.
- Plans must be available for review at the time of service:

Paper-based plans	<ul style="list-style-type: none"> • Two copies of the plans must be with the applicant. • Plans must be out of the system and with customer for service. • The customer is responsible to resubmit into the system for final approval.
Electronic Plan Review (EPR) plans	<ul style="list-style-type: none"> • Plans must be resubmitted into the system in ProjectDox. • Plan reviewer will not upload any documents into ProjectDox. • Only documents uploaded will be reviewed.

- The project must include one of the following proposed developments:

Single Family Residential	<ul style="list-style-type: none"> • Includes new construction, additions, and swimming pools.
Multi-Family Residential Development	<ul style="list-style-type: none"> • Includes new construction, additions, and swimming pools. • Up to 10 lots only.
Fill & Grade Only Permit	<ul style="list-style-type: none"> • Residential or Commercial.
Revision to Approved Plans	<ul style="list-style-type: none"> • Residential or Commercial. • Classified as a Plan Revision (RV or 33V) in the system. • Limited to only <u>two</u> rejection comments from latest review cycle.