



## Community Development Department Standard Operating Procedure

SOP15-007

Effective Date:  
11/16/2015

### Over the Counter Plan Review Process

#### PURPOSE

To improve customer service and efficiency by providing the option of Over the Counter plan review services for Change of Occupant and Minor Tenant Improvements that meet minimum qualifications.

#### PROCEDURE

##### Applicant

- A completed Over the Counter Plan Review Meeting Request Form will be emailed to the Permit Administrator. (See Attachment A)

##### Permit Administrator

Within 24 hours of receipt, meeting request will be reviewed for completeness and one of the following actions will be taken:

- When the proposed work meets the program qualifications, the request will be approved, and the bottom portion of the request form will be completed. A meeting will be scheduled with the applicant, a Development Services Technician III, and the Building Safety Plans Examiner designated by the Building Official. Meetings will be held on Tuesdays and Wednesdays between 9:00 – 11:00 am, and 1:00 – 3:00 pm. (See Attachment B)
- When the proposed work is outside of the parameters of the program qualifications, it may still be considered eligible at the discretion of the Building Official. The request will be routed to the Building Official for review and consideration. If approved, the bottom portion of the form (See Attachment A) will be completed by the Building Official and routed back to the Permit Administrator for processing and applicant contact. (See Attachment B)

##### Plans Examiner – Meeting

Plans will be reviewed for compliance with the current adopted building codes. Upon completion of the review, one of the following actions will be taken:

- The plans will be redlined, comments will be prepared, and the applicant will be referred to the Development Services Technician III to schedule a second meeting;



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- Plans will be stamped and approved. If a contractor has not yet been determined, all plan review fees will be collected, and the applicant will be directed to the lobby while the Development Services Technician III completes the redline process. Plans and permit will not be released until all requirements are met;
- Minor corrections will be made by the registered design professional, if present at the meeting, plans will be stamped and approved, and applicant will be directed to the lobby while the Development Services Technician III completes the approval process;
- Plans will be stamped and approved, all permit requirements are met including contractor information, bond exemption certificate (when applicable), etc. The applicant will be directed to the lobby while the Development Services Technician III completes the approval process.

### Development Services Technician III – Plans Approved

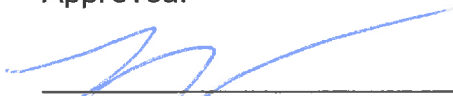
- Application will be logged into HTE
- Plan review fees will be collected
- Process and issue permit

### Development Services Technician III – Plans Redlined or Add'l Documentation Required\*

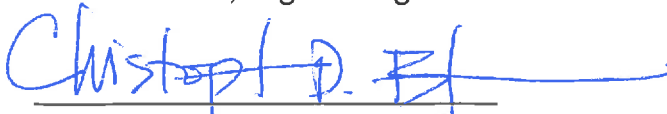
- Application will be logged into HTE
- Plan Review Fees will be collected
- Process permit and/or release plans and comments to the applicant pending additional meeting

*\*This step may be repeated until the plans are approved and the permit can be issued.*

Approved:

  
 \_\_\_\_\_  
 Rebecca Zook, Engineering Director

11/16/15  
 Date

  
 \_\_\_\_\_  
 Christopher Baker,  
 Development Services Director

11.16.15  
 Date



OVER THE COUNTER PLAN REVIEW  
MEETING REQUEST FORM

Project Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Square Ftg: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

A meeting may be requested for review of tenant improvements that meet the following criteria:

- Group "B" Occupancy, maximum 3,000 square feet
- Group "M" Occupancy, maximum 2,000 square feet
- Group "S-1" Occupancy, maximum 15,000 square feet, storage less than 12', and no hazardous materials
- Fire sprinkler or alarms associated with any one of the above tenant improvements
- Interior only demolition of non-bearing partitions, ceilings, etc.
- Change of Occupant, providing the proposed use and occupancy classification remain unchanged from the current Certificate of Occupancy
- Other (Requires approval by the Building Official) Detailed description of proposed work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The project will NOT be eligible for over the counter plan review when the proposed work includes the following:

- Any scope of work that is not deemed eligible by the Building Official
- Improvements involving a commercial kitchen
- Review by Planning and Zoning or Engineering

Email Floor Plan, and Meeting Request Form to [debbie.white@goodyearaz.gov](mailto:debbie.white@goodyearaz.gov). Meetings are held on Tuesdays and Wednesdays between 9:00 – 11:00 am and 1:00 – 3:00 pm. Staff will verify the tenant improvement meets the program qualifications and email the contact person listed above to schedule the meeting. Meetings will be scheduled within 24 hours of approving the request.

**Internal Use Only**

Request approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting request denied for the following reason(s): \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment B

### Meeting Email Template

**When approved, include in the body of the invitation when scheduling the meeting:**

The request for an Over the Counter Plan Review meeting has been approved. The meeting will be held at Development Services, located at 14455 W Van Buren St, D101. The following items will be required at the meeting:

Completed Application

Tenant Improvement

Fire Construction

Change of Occupant

Two complete sets of construction documents

Plan review fees (Due immediately following the meeting)\*

\*Applicant may request the applicable plan review/permit fees in advance by emailing a Project Fee Estimate Request Form to [debbie.white@goodyearaz.gov](mailto:debbie.white@goodyearaz.gov).

Or

**When denied, attach the Over the Counter Plan Review Request Form (including the denial reason and signature) to the applicant via email:**

The request for an Over the Counter Plan Review meeting has been denied for the reasons indicated on the attached document.

Please feel free to contact {Ed Kulik/Randy Westacott}, Building Official at 623.882.XXXX if you have questions or would like additional clarification.

Thank you,

{Signature}