



# Community Development Department

## Phased Plan Review

### Footing and Foundation

Date: \_\_\_\_\_  
Completed by: \_\_\_\_\_

Project Name: \_\_\_\_\_

Plan Review # \_\_\_\_\_

The Community Development Department offers phased plan review for projects as an alternative process to a full building permit submittal. Under the phased plan review process, projects for new construction may be segmented into one of more phases for plan review, permitting and inspections. This allows for construction to begin on a portion of the building while final design is occurring for the entire building. For projects that elect a phased plan review, each phase will be treated as an individual submittal. Individual building permit applications and fees will be required for each phase. Plans are required for the specific portion of the work within each phase. Submittals deemed incomplete by the Community Development Department's development clerks or chief building official (CBO) will be returned and a plan review will not be performed.

- Footing and Foundation Only (includes site utilities and services):
  - Application form
  - Written scope of work
  - Four sets of sealed plans (24"x36")
    - Cover sheet with index
    - Site plan showing location of building in relation to property lines, public streets, and/or adjacent buildings
    - Architectural elevations
    - Building footing and foundation plan showing the depth, section, and all structural design data
    - Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.
    - Details for grounding electrodes design and location
  - Soil investigation report if required by section 1802 OBC
  - Special inspections statement for footing and foundation, if required by section 1704 OBC
- Footing and foundation with underslab building services:
  - All documents/plan sheets required for building footing and foundation phase, **plus**
  - Include four sets of sealed plans
    - Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction detail
- Footing and foundation with slab and perimeter insulation:
  - All documents/plan sheets required for building footing and foundation with underslab building services phase, **plus**
  - Include four sets of sealed plans
    - Building slab and perimeter insulation details
  - Building energy compliance documents
- Footing and foundation with structural steel frame:
  - All documents/plan sheets required for building footing and foundation slab and perimeter insulation phase, **plus**
  - Include four sets of sealed plans
    - Full building structural drawings
    - Roof truss and/or floor truss shop drawings
    - Truss/roof construction details

#### General Information

- \$250.00 base fee due at time of phased submittal
- Commercial plan review fees are charged per hour and will be due at the time of pick up