



## Community Development Phased Plan Review and Submittal Requirements

---

### Introduction

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.

Projects that have specific phasing needs or are technically complex may be packaged into different phases that are appropriate to the project's needs. The phases must be agreed upon by the chief building official (CBO) and commercial plan reviewer and documented in writing prior to submittal for a plan review.

### Procedure

Projects that involve new construction that are compliant with city of New Albany zoning, engineering and landscaping regulations are eligible for phased plan review. An owner or owner's representative must request a phased plan review at the beginning of a project by arranging a pre-submittal meeting with the CBO and the commercial plan reviewer. The pre-submittal meeting can be scheduled through the Community Development Department at 939-2254. The CBO, commercial plan reviewer, Owners, Designers and Contractors must attend the pre-submittal meeting prior to submission of the Commercial Building Permit. The meeting will establish the appropriate phasing, set mutually agreed upon expectations related to timing and establish a responsible point of contact for the project. The owner or owner's representative will be required to sign a form acknowledging the terms of the Phased Plan Review.

### Submittal Requirements

A list of submittal requirements for each phase is available at the front counter of the Community Development Department or online at [www.newalbanyohio.org](http://www.newalbanyohio.org). 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.

### Plan Review

The city's commercial plan reviewer will review each phased package individually. The Chief Building Official will generate a plan review letter for each phase that will indicate the status of the plan review. The purpose of the phased plan review is to achieve full approval of each phase in as few submittals as possible. If Items of Non-compliance are found as a result of a phased plan review, the CBO will inform the Owner/Rep of the Items of Non-compliance and the Owner/Rep must resubmit in order to receive any type of plan approval. A re-submittal must include a detailed response letter to each plan review comment. A project will not be able to submit plans for a subsequent phase if the applicant has been unresponsive or incomplete in a previous phase.

### Inspections/Occupancy and Completion

Each type of permit will receive its own set of inspections and will be issued a Certificate of Completion upon completion of each specific phase. A Certificate of Occupancy will be issued at the completion of the Tenant Improvement/Interior Finish phase.