

Application Number: \_\_\_\_\_

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

**The after-hours plan review process allows certain building plans to be reviewed outside of business hours in an expedited manner. So while a normal plan review may take up to 30 days, applicants who take advantage of this process can get their plans reviewed possibly without delay.**

## **Expedited After Hours Building Plan Review Request Form**

Because some projects are more complicated, a Building Plans Examiner needs to determine that the application qualifies for the after-hours building plan review service. If an after-hours review is not possible, either due to the scope of work or based on the availability of a plans examiner, the application will be retained for regular review. **The After-Hours process is for Building Plan review only. The building permit cannot be issued until all other applicable reviews, such as zoning and site compliance, have been approved.**

By signing below, the applicant agrees to pay the additional fees as outlined herein and confirms that the plans follow guidelines below for after-hours building plan review:

\_\_\_\_\_ 1. An after-hours building plan review is being requested for a **commercial project**, for an additional fee of \$1500 and includes the first two hours of plan review time. Additional hours, if spent on the review, will be billed at an hourly rate of \$150 and must be paid following any review.

***Please note: These fees are in addition to the normal permit fees.***

\_\_\_\_\_ 2. Mechanical, Electrical and Plumbing drawings and specifications are submitted as dictated by the scope of work for inclusion in the after-hours building plan review.

\_\_\_\_\_ 3. If applicable, an Impairment Plan approved by the Columbus Division of Fire has been obtained.

\_\_\_\_\_ 4. In order to remain on a separate review path, all responses to building plan review comments, drawings and other documents will also be reviewed after-hours for a minimum of two hours of plan review time at the billing rate of \$150/hour.

\_\_\_\_\_ 5. Plan revisions will also be reviewed after-hours at a fee of \$750 and includes two hours of plan review time. Additional hours, if spent on the review, will be billed at an hourly rate of \$150 and must be paid following any review.

***Please note: These fees are in addition to the normal permit fees.***

\_\_\_\_\_ 6. I further agree to provide my telephone and email contact information below in the event questions arise during the after-hours review.

\_\_\_\_\_  
Applicant – Printed Name

\_\_\_\_\_  
Applicant – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Phone#

\_\_\_\_\_  
Applicant Email Address (Please Print Legibly)