

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 or multi-family 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)