

CITY OF POWELL/LIBERTY TOWNSHIP COMMERCIAL BUILDING DEPARTMENT

COMMERCIAL EXPEDITED PLAN REVIEW PROCEDURES

The commercial expedited plan review was developed for small commercial projects with limited scopes of work. Three 40-minute appointments on Thursday mornings between 9:00am and 11am have been set aside for expedited commercial plan reviews. A commercial plans examiner, a zoning plans examiner, the chief building official and a member of the Liberty Township Fire Department prevention bureau will conduct the reviews at the City of Powell municipal building located at 47 Hall Street.

Eligibility & Checklist

- ✓ The following information and documents are required to be submitted to the Building Department Permit Window no later than 12 pm Friday for a project to be considered for an expedited review the following Thursday.
- ✓ A completed Expedited Plan Review Eligibility Determination form
- ✓ A completed Commercial Building Permit Application
- ✓ A completed Commercial/Industrial Zoning Application for projects within the City of Powell
- ✓ Copy of the approved Liberty Township Zoning Permit for projects within Liberty Township
- ✓ Payment of plan review fees – See fee schedule for a breakdown
- ✓ Four (4) complete sets of construction documents containing all information required such as;
- ✓ Scaled site plan for the structure where the project is located, including parking and parcel boundaries
- ✓ Floor plan indicating the location of any existing fire-rated assemblies and the entire space of any area affected by the project to establish compliance of the remaining circulation with code requirements
- ✓ Complete graphic representations of any approved fire-rated assemblies or penetrations required for compliance with the code
- ✓ Furniture layout for office spaces, merchandise layout for retail, kitchen and dining room layout for restaurants etc.
- ✓ Supporting documentation such as manufacturer's specifications & installation guides
- ✓ Description of activities and equipment associated with any rooms designated exam or procedure prepared by the physician, if medical use
- ✓ Appropriate Signed Energy Compliance Certificates
- ✓ Fire alarm/sprinkler construction documents and the completed Fire Protection Applications must be submitted if modifications to an existing system are required
- ✓ The applications will be reviewed and scheduled on a first received first to schedule basis. If more requests are received than time slots available, applications will be assigned to the first available time slots on the following Thursday.

Expedited Plan Review

If all examiners are able to approve the project the complete package will be returned to the Building Department Permit Coordinator. The applicant will be notified of applicable fees and the time the building permit and approved plans will be available to be picked up at the permit counter.

The documents will be completed as a normal review if any of the examiners are unable to complete an adequate review within 40 minutes.

A partial plan approval may be issued if adequate documents are submitted and approved at the discretion of the building official. However, future submissions of revised drawings and/or additional drawings will not be treated as an expedited plan review project but would go through the normal re-review process. (Re-review fees will apply)

Construction documents deemed insufficient or requiring major revisions will be issued a disapproval requiring the rescheduling of another expedited plan review appointment or the resubmission of the project as a regular review. (Additional review fees will apply)