

## PLAN REVIEW POLICIES

### CODE STUDY FORM

PPRBD requires that all commercial plans include a “Code Study Form”. This form can be located under the Handouts menu at [www.pprbd.org](http://www.pprbd.org). This document must be stamped by the design professional of record. Plans without a Code Study Form will not be accepted for review.

### SINGLE PLAN (STANDARD SUBMITTAL)

#### **Electronic Submittals**

After plans have been reviewed and *released for permit*, the final flattened PDF set will be available through the submitter’s web account, and to the contractor obtaining the permit through their web account. Commercial projects will require the “Released for Permit” set be printed and available on the job site. Most residential projects are inspected using the digital version of the plans.

#### **Paper Submittals**

PPRBD requires only one set of plans for all projects. After the plans have been reviewed and *released for permit*, they are then scanned into our records. The approved hard copy of the plan set is then placed in the “finished bin” for the client to pick up and deliver to the job site for construction. PPRBD inspectors may also utilize this hard copy set during inspection visits.

### ONE PLAN, ONE BUILDING

PPRBD requires that each plan set submitted contain no more than one building. A single building per plan package will simplify and expedite the plan review and enumerations process.

**EXCEPTION:** The following projects may include multiple structures on one plan. Under these conditions, a common plan is acceptable, but separate Code Study Forms are required for each structure.

- Mini storage facilities of one occupancy group (office and/or caretakers quarters must be on a separate plan).
- Convenience store or gas station plans may include a gas canopy and/or car wash.
- Any group of buildings that share a common foundation system.
- All accessory buildings for an apartment project may be included together in one plan set.

### MULTIPLE BUILDINGS WITH ONE DEVELOPMENT PLAN

When a development consists of multiple buildings (apartments, townhomes, condominiums, etc), a single plan set is required for each different building type. A copy of the development plan must be included with each plan set.

**EXCEPTION:** When two or more building in the development are identical, only one plan set, clearly identifying the location of each building, is needed for identical buildings. A site plan is required for all buildings.

## **PLAN RESUBMITTALS**

### ***Electronic Submittals***

Plans are required to complete an entire review cycle before they are available to the applicant or submitter for download and review. Electronic plans are physically redlined and marked up during review. Please review the actual review set prior to resubmittal to ensure all comments have been addressed. Electronic re-submittal of a discipline specific PDF will replace the previously submitted PDF, therefore the complete discipline specific PDF, with revised sheets included, must be uploaded when resubmitting. Do not upload only single revised sheets.

### ***Paper Submittals***

Plans are required to complete an entire review cycle before they are released to the applicant or submitter. The submitter may then pick up the Review Set, and distribute to consultants as necessary. Please review the redlined set prior to making corrections and resubmitting to ensure all comments are being addressed. Corrections must be re-submitted following the same process as the original submittal. All re-submittals require a new page to be inserted into the plan set and the old page removed. ALL old pages are to be returned with the corrected set at time of re-submittal, regardless of the reason the page was replaced. This is to be done PRIOR to the plan being resubmitted.

*The plan review fee paid at time of submittal covers two reviews of the plan, initial review and first resubmittal. Any reviews required beyond that will incur additional plan review fees. To avoid additional fees, please ensure all comments are addressed upon first resubmittal.*

## **SPLICES**

When the permitted plan set is modified due to field revisions, design changes, or any other reason, PPRBD requires that these changes be “spliced” into the plans so that our records are consistent with the construction taking place.

- Splice submittals must only include sheets that have been revised.
- All paper splice submittals start at the front counter to be checked in and have review departments assigned.
- Electronic splices are submitted from the Contractor’s web account. The “Add Splice” button can be found on the Permit Details page for open projects associated with the Contractor’s account.
- One set of splice sheets is required for paper splices. All splices must be scanned once approved. If the splice is being walked through review, it is the responsibility of the customer to ensure the splice gets scanned by PPRBD staff once it is completed. If the plan is not scanned, it will cause inspection issues in the field.
- All revisions made to the plans must be clearly indicated by clouds and deltas, for the current set of changes only. All previous clouds must be removed, or the review will be disapproved. Do not highlight changes on paper plans, as highlights on paper plans do not scan.
- A summary of changes is highly recommended to ensure all changes are included and reviewed properly. A summary also expedites the review process and may allow a plan to be walked instead of submitted.
- Splices may be walked through the Plan Review counter only if the review can be completed within the 15 minutes allocated to each customer, per discipline. Otherwise, the splice must be submitted for review.
- The field set is not required to be a part of the splice submittal. Plan reviewers will utilize the release for permit digital image in PPRBD’s records to complete the review.
- Fees are assessed for splices, please see the current fee schedule.