



## Express Commercial Plan Review Program

Issued by: *Eric M Mays, P.E.*

Building Official

Effective: October 13, 2025

### Purpose

This establishes the policy and procedure for the Express Commercial Plan Review Program. The program's goal is to accelerate the review of plans and the issuance of permits for less complex commercial projects.

### Program Criteria

A project may include any combination of the following:

- Reroofing where no more than 256sqft of decking is replaced
- Like-for-like replacements:
  1. Mechanical equipment replacements (RTUs, split systems, other equipment)
  2. All gas appliance replacements, pipe replacements, and gas meters
  3. UGS Tank replacement and pipe replacement
  4. Gas Station Pump replacement
  5. Plumbing pipe and fixture replacements
  6. Irrigation system backflow preventers
  7. Electrical Service Equipment in the same location
- Post Damage cases that do not require plans
- Door hardware replacement/adding a door in a non-load bearing wall
- Non-structural demolition linked to a submitted Tenant Fitout (TLO) or Alteration/Repair (A/R) application
- Minor non-structural demolition that does not affect egress, rated assemblies, or plumbing fixtures
- Temporary Sales trailers or sales office in a single model home garage
- System Furniture installation/replacement and their associated electrical drops
- Construction of non-rated demising walls in a finished shell building
- Construction Trailers and the associated service
- Temporary Services 800 amps and less and 600 volts and less
- Low Voltage



## Plan Submission Process/Requirements

- All projects must be submitted via the ePortal.
- Any project linked to a Post Damage Case may be submitted at the counter by an owner, contractor, and/or authorized agent.
- Address Validation must be submitted at the time of the Building Permit application
- A completed Express Review Checklist must be submitted at the time of Building Permit application
- Total processing may take up to 3 business days.
- Additional information may be requested by the plan reviewer. A comment letter will be sent out via email by the reviewer with any questions. Please review the comment letter and notify the reviewer when the appropriate items have been submitted.
- The project may be removed from the Express Plan Review Program if the project is deemed to be beyond the complexity of an Express Review by the Building Official or designee.

## Attachments/Hyperlinks

- [Express Commercial Plan Review Program Checklist](#)