

## **PLAN REVIEW STAFF MEETING NOTES 2006**

**December 8, 2006**

### **ADMINISTRATIVE**

- Staff is currently working on a thorough code analysis to determine the applicable requirements for residential room additions versus sun rooms versus patio or deck cover and/or enclosures.
- Plan Reviewers have been asked to develop a “Top 10” list of consistently deficient items in construction documents. Please communicate items that merit inclusion on this list to senior staff who will coalesce the information into a useful handout for the use of staff as well as the public to assist in their preparation of construction documents.

### **COMMERCIAL PLAN REVIEW**

#### **NONABSORBENT SURFACE REQUIREMENTS**

Nonabsorbent surfaces are required on walls and floors of toilet and bathing rooms (with exceptions). RBD has determined that epoxy paint applied to gypsum wallboard does not comply with Code (Section 1210, 2003 IBC). As a reminder, please check plans for compliance with this code provision and note the “prohibition of epoxy paint” on the plans to ensure Code compliance.

#### **STAIR + STAIRWAY = HANDRAIL**

- **STAIR** — A change in elevation consisting of one or more risers.
- **STAIRWAY** — One or more flights of stairs, exterior or interior, with the necessary landings and platforms connected to them to form a continuous and uninterrupted passage from one level to another.
- **HANDRAIL COMMERCIAL REQUIREMENT** — Based on these definitions, a handrail is required at all changes of elevations in commercial buildings that occur without the use of a ramp.

#### **UNENCLOSED STAIR**

Stairs are considered “unenclosed” when there is no door at either the top or the bottom of the stair, (please refer to Section 1019.1, 2003 IBC).

### **RESIDENTIAL PLAN REVIEW — Draft**

#### **5-YEAR LIFE-SPAN OF MASTER PLANS**

According to the “5-year life-span” policy for master plans, a permit may be issued for a new home using construction documents that were submitted and approved to the last cycle of codes adopted (1997 UBC at this time). However, construction must comply with current Codes. If the architectural sheets do not reflect current codes (2005 PPRBC, 2003 IRC and adopted Codes), the inspector makes the call in the field regarding such items as safety glazing, stairs, hand & guard rails, etc.

Note: Structural sheets may be used as approved unless altered. If altered, they must be submitted and reviewed for compliance with the current codes adopted (2003 IRC currently).

## PLAN SUBMITTAL PROCEDURES

November 2006

### **PLAN RECHECK PROCEDURES**

- **SUBSTANTIALLY INCOMPLETE PLANS FOR RECHECK** — If the plans reviewer determines that the plans submittal is substantially incomplete and cannot be reviewed, the notation “No Review Performed” is made in BDA review comments, and returned to the finished bin. (The plans coordinator notifies the client to pick up the plans.) When the plans are returned to RBD, the submittal is reviewed as a new submittal even though a plans review number was assigned previously.
- **STANDARD RECHECK** — If the plans reviewer determines that a recheck is required and can be performed by any reviewer, note “no walk through” on the plan. When it is resubmitted, the plan is reviewed by the first available plans reviewer.
- **SPECIFIED PLANS REVIEWER RECHECK** — If the plans reviewer determines that a recheck is required and must be performed by a specific individual, the plans reviewer’s name is written on the plans (both sets for commercial), and in BDA review comments. When it is resubmitted, it becomes the next plan to be checked by the specified plans reviewer.
- **RECHECK SCHEDULING** — Plan rechecks are scheduled for a 1-week turnaround for RBD only — this does not include the rechecks by other agencies. The RBD recheck should be completed within 24 hours of being assigned to a plans reviewer.

### **ENGINEER STAMPED PLANS**

- **RESIDENTIAL ENGINEERED PLANS SUBMITTED BY CONTRACTOR/DESIGNER** — Engineered stamped plans that are submitted by a contractor, architect or design professional, are placed in the current week’s review bin. It is noted “Engineer Stamped” on the plans.
- **RESIDENTIAL ENGINEERED PLANS SUBMITTED BY PROPERTY OWNER** — Engineer stamped plans submitted by the property owner (homeowner) are processed into the standard review process and are checked in the order of the date received. (Do not make a notation of “Engineer Stamped” on the plans.)
- **ENGINEERED PLANS FOR ALTERNATE CONSTRUCTION METHODS** — All plans based on alternate construction methods — such as log, tire or bale — require an engineer stamp. These plans are processed into the standard review process and reviewed in the order of the date received. (Do not make a make a notation of “Engineer Stamped” on the plans.)

## PLAN REVIEW STAFF MEETING NOTES 2006

October 3, 2006

### ADMINISTRATIVE

- Requests for time off should be directed to Bob. Time off will be managed to have at least 2/3 staff at all times, that is at least 4 of 6 construction plan reviewers and 2 of 3 mechanical, plumbing and electrical plan reviewers at work at any time.
- Maintain schedules with punctuality. This includes work arrival, meetings, lunch and lunch-relief.
- No overtime reviews remains as policy. "Fee-for-service" after-hours plan review is still available to customers and will continue to be administered by Roger or Bob.
- Bob expresses genuine gratitude for the staff's feedback, hard work, and continued optimism.

### GENERAL PLAN REVIEW PROCEDURES

- Only one plan is to be in the possession of a reviewer at a time; knowledge of a plan's location and the ability for others to find it is critical for good customer service.
- Plans should be reviewed in order of "due date", regardless of Commercial/Residential, new or resubmitted.
- Plans will not be expedited or rearranged in order of priority without Bob's approval.
- Rechecks take precedence over first-time reviews as a rule but will be subject to the reviewer's good judgment.
- Rechecks may be performed by any reviewer unless it is indicated that the plans need to come back to be rechecked by the original reviewer. Direct plan recheck efforts toward those plans with the highest "due date" priority. Rechecks should remain focused on the corrections required by the original reviewer with due diligence paid to life/safety aspects at all times. Regarding discrepancies or inconsistencies between first and subsequent reviews, please talk privately with the staff involved and work toward resolution and clarity as a team.
- A new bin called "**Ready for Permit**" will be created and utilized for plans that have completed the review process, require no corrections, have been scanned, and are ready for a permit.
- The "**Finished**" bin is for plans that have gone through the review process, but need modifications by the applicant.

### SCANNING & PERMITTING PROCESS

- When a project has 1 set of construction documents for review, images are scanned before the permit is issued.
- Plans must be scanned prior to issuing a permit. Therefore plans will be identified as "scanned" by a stamp or mark (to be determined). Plans that are not identified as "scanned," will be directed to scanning prior to issuing the permit and releasing the plans to the customer. (*Please refer to General Plan Review information regarding "Ready for Permit" bin.*)

### RESIDENTIAL (SITE SPECIFIC AND MASTER PLANS)

- Residential projects will require only one set of construction documents for review as of November 1.
- Residential Master Plans — Please e-mail Roger your proposed list of items that should be allowed or prohibited from being spliced into plans or noted on master plans.

### MANUFACTURED UNITS - COMMERCIAL AND RESIDENTIAL

- Construction documents required for manufactured (mobile) homes must include a foundation plan: Layout with complete dimensions including support spacing, support size, means of anchorage, and anchorage spacing. Clear, concise plans are important for the inspectors in the field.
- Construction documents for manufactured (mobile) homes must include the address for the project on each sheet and the reviewer's approval stamp placed directly on the address.