



Over-the-Counter Project Review COMMERCIAL

The City's *Over-the-Counter* (OTC) review process is designed to provide a more expeditious plan review option for smaller, less complex projects. Applicants who qualify for the process may schedule an appointment during which a plans examiner will review the drawings and submittal materials. If the project is approved, the permit will be issued during the appointment.

Tenant improvement and remodel projects are eligible for over-the-counter review, provided they do not involve any of the following:

- Changes proposed to the exterior of the structure.
- Structural modifications.
- Change of use and/or occupancy.
- Addition to the occupant load.
- Impact on exiting.
- Changes to fire-rated construction or assemblies.
- Tenant separation.
- Type I hood installation.
- High pile storage rack system.
- Restaurant.
- Medical or dental office.
- Deferred plumbing and/or mechanical submittal.
- Scope of work requires more than approximately ½ an hour to review.

Contact a Development Specialist at (253) 835-2607, or permitcenter@cityoffederalway.com, to determine if your project meets the requirements for OTC review. If so, you may then schedule an appointment. OTC reviews are performed on Tuesdays, Wednesdays, and Fridays at 10:30 and 2:00.



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Over-the-Counter Project Review Submittal Requirements

- Completed** permit application.
 - o Application **must** include all **plumbing and mechanical** work associated with project for inclusion on a single permit; projects requiring deferred plumbing and/or mechanical submittals are not eligible for OTC review.
- Check, cash, money order, or Visa/MasterCard for applicable **fees**.
- Two (2) copies of **Non-Residential Energy Code** compliance forms, if needed.
- Three (3) copies of **drawings**, assembled into complete sets with site plan on top.

MINIMUM DRAWING REQUIREMENTS

- Minimum plan size of 11" x 17".
- Documents prepared by a licensed professional must be stamped and signed.
- ◇ **Site Plan** showing:
 - North arrow.
 - Property lines.
 - Building footprint(s).
 - Location of proposed project.
 - Accessible parking and barrier-free access to and from building entrance.
- ◇ **Construction Plans**
 - o Must be drawn to scale ($\frac{1}{4}'' = 1'$ minimum), dimensioned, and labeled.
 - Floor Plan** including:
 - ⇒ All rooms shown and labeled as to use.
 - ⇒ **Clearly** delineated scope of work.
 - ⇒ Accessible path of travel.
 - ⇒ Accessible restroom(s).
 - ⇒ Hallways/corridors.
 - ⇒ Proposed (new or relocated) plumbing fixtures.
 - ⇒ Proposed (new or relocated) mechanical equipment and appliances.
 - ⇒ Location of all exits, indicating where they lead.
 - Cross-section** showing existing construction and proposed connections.
 - Framing** details for proposed wall, roof, and floor construction.
 - Acoustical Ceiling Grid** construction details.
 - Reflected Ceiling Plan** including:
 - ⇒ Pathway lighting and exit signage.
 - ⇒ Diffuser locations with cfm.

Be prepared



for your OTC review:

- ✓ **Make sure your plans are complete!** The checklists for submittal contain minimum requirements; any additional information necessary to clearly show the proposed work must also be included. All drawing sheets must be at least 11" x 17". Assemble and staple plans into required number of identical sets.
- ✓ **Make sure your application form is completed!** If you are unsure about any of the information requested on the form, contact a Development Specialist for clarification.
- ✓ **Be ready to answer questions!** The success of the OTC process depends on a participating applicant. The plans examiner will meet with you to discuss the project and request clarification as needed. *Please do not schedule an appointment if you do not have the familiarity with the project and submittal materials to respond to questions.*
- ✓ **Anticipate fees!** You will be required to pay the OTC fee and plan review fees whether or not the project is approved. Applicable permit, mechanical, plumbing, and administrative fees will be collected at permit issuance. The City currently accepts cash, check, money order, and Visa or MasterCard payments.
- ✓ **Plan to arrive 15 minutes prior to your appointment time!** If you arrive after the scheduled time, we may be unable to perform the review and you will be charged for the appointment.
- ✓ **Provide 24 hours notice of cancellation!** You will be charged for missed appointments.
- ✓ **Make sure you are ready *before* you schedule!** Multiple cancellations and rescheduling limits appointment availability for other applicants.