



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division
EXPEDITED COMMERCIAL PLAN REVIEW APPLICATION

Version 2012-01-15

Completed Alteration/Repair or Tenant Layout Checklist and Zoning Approval or Zoning Administrator's written verification that Zoning Approval is not needed are required with this application

PROJECT NAME: _____

<i>Staff Use Only</i> BLD _____ - _____

Specify the following:

Use Group: _____

Project Area: _____ sf

Construction Type: _____

Occupant Load: _____

Fire Suppression System Yes No

Shell Permit # (if applicable): BLD20 ____ - _____

Check applicable boxes:

- A2, H, I, and R Use Groups are not included in the project.
- Project is an existing building or a Shell Building that has received final inspection approval.
- Project Area is less than or equal to 7,500 square feet, as defined in [Policy 2.2 Expedited Plan Review Program](#).
- Proposed structural alterations are minor as defined in [Policy 2.2 Expedited Plan Review Program](#).
- Project plans are properly signed by the designers in accordance with [Policy 1.11 Registered Design Professional Sealing of Plans](#) and [Policy 2.2 Expedited Plan Review Program](#).

All the above items must be applicable for the project to be accepted into the program.

If any of the above items is not applicable, the project must be submitted into the normal commercial plan review process.

Meeting Times: Please note preferred time. Appointments will be assigned on a first come first served basis.

- | | | | |
|----------------------------------|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Tuesday | Date _____ | <input type="checkbox"/> Wednesday | Date _____ |
| | <input type="checkbox"/> 9:00 AM | | <input type="checkbox"/> 9:00 AM |
| | <input type="checkbox"/> 1:00 PM | | <input type="checkbox"/> 1:00 PM |

- Request "standby" status for the review meeting. If there are no open meetings for that week, the applicant may withdraw the plans within two business days of notification or the plans will be entered into the normal review process.

With this application I request this project be entered in the Prince William County Expedited Plan Review Program. I fully understand that each designer of record for this project shall be in attendance at the scheduled meeting and that failure regarding this stipulation will result in meeting cancellation and the project being queued up in the normal review process with a start date of the Quality Control approval. **Additionally, if a plan cannot be approved during the meeting due to technical issues or time constraints, it will be placed in the normal review process with a comment letter sent the day after the meeting.**

Signature: _____ Date: _____

Print Name: _____ Telephone: _____

- Owner Contractor Authorized Agent

Staff Use Only

Submission Date/Time: