



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Building Development Division**

**EXPEDITED COMMERCIAL PLAN REVIEW APPLICATION**

Version 2015-11-12

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> <b>BLD</b> _____ - _____
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**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:**

- Project has not been submitted and subsequently withdrawn from the Expedited Review Program.
- A2, B Use Restaurants, H, I, and R Use Groups are not included in the project.
- Project is within 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 and of low complexity, as defined in [Policy: Expedited Plan Review Program](#).
- Proposed structural alterations are minor as defined in [Policy: Expedited Plan Review Program](#).
- Project plans are properly signed by the designers in accordance with [Policy: Registered Design Professional Sealing of Plans](#) and [Policy: 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 is deemed not suitable for the Expedited Review meeting or cannot be approved during the meeting due to technical issues or time constraints, it will be placed in the normal review process.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

- Owner  Contractor  Authorized Agent

<i>Staff Use Only</i> <b>Submission Date/Time:</b>
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