



FAST TRACK PLAN REVIEW REQUIREMENTS

Plans reviewed by this process will be given priority during plan review. The review fees will be charged to your cost recovery account on an hourly basis. You will receive a detailed summary of your account periodically from the Finance Department.

The following is a list of requirements:

- The Building Department Director must first approve Fast Track Plan Review submittal.
- A cost recovery account must be established with a minimum balance of \$1,000.00. The customer will be issued a cost recovery account number.
- All applications must be signed and notarized by the contractor along with a copy of their contract.
- All submittal requirements must be met; all subcontractors included, contracts, notice of commencement, licenses, insurance, outside agencies etc.
- Three sets of sealed plans must be submitted with stamps from the required outside agencies.
- Per City Ordinance 2059 a processing fee will be charged at time of submittal.
- After review, the permit will be priced per City Ordinance 2059 and the customer will be notified.

To open a cost recovery account and/or for more information, contact the Building Director's secretary at 954-797-2268.