



**Shaping a new  
tomorrow, today.**

## PLAN REVIEW PROGRAMS

**OVER THE COUNTER (OTC) REVIEW:** (Case by case depending on complexity of project. Normal review fee)  
May include gas lines, fences, spas, like for like change outs, demolition, etc.

**EXPRESS PERMITTING:** (3-day review. Plan review fee plus 60%)  
Involves plans too complex to review OTC but can be reviewed and approved in 1 – 3 working days. Examples would include minor TI's (limited to 2,500 sq. ft. B, M & S occupancies), additions, garage conversions, residential detached structures, sales trailers, etc. Projects in the floodplain and/or lots requiring on-lot water retention are not eligible for this program.

**EXPEDITED:** (1/2 review time, double plan review fee)  
Normal review time reduced by 50% for first review only. Limited to new commercial buildings (any size) and TI's over 25,000 sq. ft. Must have received Planning Commission and plat approval. Deferred submittals and/or projects in floodplain are not eligible for expedited plan review.

**AT RISK PLAN REVIEW:** (Potential to save 4-6 weeks. Normal review fee)  
For projects going through Design Review (DR). Once a project has been through a DR Study Session and it appears that it will go through with few changes, construction documents can be submitted for an at-risk plan review prior to Design Review Board approval (subject to Planning Division approval). If changes are required through the DR process, construction documents will need to be updated to reflect the changes (that's the risk). Project must be approved through Design Review Board before construction documents can be approved and/or permit issued.

**ONE & DONE SELF-CERTIFICATION:** (8-day review. Normal plan review fee)  
For Tenant Improvements (TI's) only. Limited to B, M and S occupancy classifications. Only one review of construction documents performed if Registrant (architect/engineer) certifies that corrections noted by Plans Examiner will be made to plans. Registrant must seal and sign the Town of Gilbert form with this acknowledgement prior to permit issuance. Building inspector will verify that all corrections have been made at time of inspection. Utilization of this program is at the discretion of the reviewers and based on complexity and number of corrections.

**PERMIT BY APPOINTMENT (PBA):** (Plan review fee plus 20% & \$93 per staff hours)  
Second review is conducted in a meeting with all applicable registrants and plans examiners in attendance. If plans are approved, a permit can be issued immediately. Self-certification is an option if there are only minor corrections. This requires the registrant to certify that the necessary corrections will be made to the plans to conform to the red-line comments. The permit will be issued and the red line comments and corrections will be addressed during the inspection phase. Self-certification option is at the discretion of the reviewers and based on complexity and number of corrections. Limited to 1 story commercial new builds (stand-alone structures) with B, M or S occupancy classifications. Could also include commercial daycares, TI's (any size or type) and single-family residential structures. Must have received Planning Commission and plat approval.



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## **SELF-CERTIFICATION PROGRAM:**

### **REQUIREMENTS/LIMITATIONS**

- Registrants must be licensed in the State of Arizona
- Registrant must have a current ICC building plan review certification
- Registrant must sign hold harmless letter
- Registrant must meet minimum insurance requirements (\$500,000 per claim and \$1,000,000 in the aggregate)
- Limited to interior TI projects of B, M, S, & F occupancies

The following is excluded from the program:

- Structures over 2 stories in height
- Projects over 25,000 sq. ft.
- Projects that include civil, planning, and/or fire reviews
- Floodplain hazard areas
- Structural alterations involving lateral design
- Commercial kitchens
- High piled storage
- Hazardous material storage
- Hazardous areas
- Paint & spray operations

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