



City of Tualatin

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City of Tualatin Engineering & Building Dept. – Building Division Expedited Plan Review Policy and Procedure

The Policy and Procedure outlined below shall be utilized to allow for the inclusion of Expedited Plan Reviews as part of the Building Division’s desire to better serve those applying for Building Permits in the City of Tualatin. The Building Division reserves the right to suspend or discontinue this Policy and Procedure should circumstances arise, either temporarily or permanently, that would make continuing to do so detrimental to the overall customer service levels of the Division.

EXPEDITED REVIEW:

- 1) Expedited plan reviews must be performed outside of the regular work hours (7am-5pm) of the Qualified Building Division Staff (QBDS) performing the plan review.
- 2) The QBDS performing the work shall not work on these projects during his/her regular work hours. This includes phone calls, meetings, correspondence, emails, etc.
- 3) The Applicant, Architect, Engineer & Contractor must agree to be available during the QBDS non-regular work hours and supply contact information for use during the plan review process.
- 4) The hourly rate for expedited plan review services shall be \$120.00 per hour. This shall include time spent on plan review, phone calls, correspondence, emails, meetings, etc.
- 5) The hourly plan review rate shall be in addition to the regular plan review and Fire & Life Safety plan review fees per the Building Division Fee Schedule.
- 6) Expedited plan review shall be rotated among the QBDS willing to perform expedited plan reviews. Neither the Applicant nor the QBDS are allowed to “hand pick” the reviewer or projects for which they wish to perform expedited plan reviews.
- 7) Requests for Expedited Plan Reviews shall be made on a form provided by the Building Division and all parties must sign and date the form. The Building Official shall make the final approval for allowing Expedited Plan Reviews, taking into consideration the amount of work load currently being performed by staff, staff availability, etc.

City of Tualatin
Engineering & Building Dept. – Building Division
Expedited Plan Review Agreement

The undersigned parties have agreed to participate in the City of Tualatin Building Division, Expedited Plan Review Procedure. The applicant(s) for the permit(s) noted below takes the responsibility to assure that all parties follow the guidelines set forth in the Expedited Plan Review Policy and Procedure and that all information required by the Plans Examiner is provided so that the Plan Review can be easily and completely performed.

It is understood by all Undersigned parties, that should the parameters of this agreement not be followed, that the agreement shall be rendered null and void and the project's plan review shall revert to the standard Plan Review processes of the City of Tualatin, Building Division.

The information provided below, phone, fax, email, etc., for each signer shall be used specifically for this project. After hours contact information is to be kept confidential.

PERMIT NUMBER _____

PROJECT NAME _____

SITE ADDRESS _____

OWNER _____

APPLICANT _____

ARCHITECT OF RECORD _____

PROJECT ENGINEER _____

CONTRACTOR _____

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EXPEDITED REVIEW: (Employee Agreement)

- 1) Expedited plan reviews must be performed outside of the regular work hours of the Qualified Building Division Staff (QBDS) performing the plan review. QBDS is any employee certified by the State of Oregon to perform plan reviews for the appropriate discipline for which an expedited plan review has been requested.
- 2) The QBDS performing the work shall not work on these projects during his/her regular work hours. This includes phone calls, meetings, correspondence, emails, etc.
- 3) Expedited plan review shall be rotated among the QBDS willing to perform expedited plan reviews. The Plans Examiner is not allowed to “hand pick” the projects for which they wish to perform expedited plan reviews.
- 4) Compensation to QBDS participating in the Expedited Plan Review Procedure shall be paid as overtime. Requests for compensatory time as addressed in Personnel Policy No. 9-86 shall be denied for Expedited Plan Review hours since it would defeat the purpose of maintaining staff levels and providing good customer service to our customers who do not opt to participate in the Expedited Plan Review Process. *“Comp time requests shall not be denied unless the granting of the request would adversely affect the operations of the department”.* P30-Personnel Rules
- 5) Hours worked as expedited plan review hours shall be limited to 10 hours at time and one-half per QBDS. Double time and holiday hours shall not be used for expedited plan review functions.
- 6) The Building Official shall make the final approval for allowing Expedited Plan Reviews, taking into consideration the amount of work load currently being performed by staff, staff availability, etc.

PLANS EXAMINER _____