

HJB CODE CONSULTANTS, INC.
364-1133 Fax 364-0999
PLAN REVIEW QUESTIONS

Q. What will the plan review contain?

A. Residential - a correction list of items of non-compliance and related code sections.
Commercial - occupancy classification, type of construction, and a correction list of items of non-compliance and related code sections.

Q. How long will the review take?

A. Residential - A maximum of fifteen (15) days.
Commercial - A maximum of thirty (30) days.
Usually the plan review time will be less than the maximum days allowed by law as stated above depending upon the scope of the project.

Q. I need answers on my plan review in less than the stated time. Can this be accomplished?

A. If there is an urgency, every effort will be made to expedite your review.

Q. How will my plans reach your office?

A. You are required to submit two sets of your construction plans at your municipal building. The plans will be forwarded for review and upon completion of the review, a copy of the plans, correction list and building permit will be returned to your municipal building.

Q. What should be included in the plans and specification for review?

A. Residential - Two sets of plans and specifications which includes a site plan showing distances from lot lines, buildings, on-site well and sewage system field.
Commercial - Two sets of plans and specifications signed and sealed which includes a site plan showing distances from lot lines and buildings.

Q. Are there any forms for me to complete at the time I submit my plans to the municipality?

A. A completed building permit application is required for the plan review process.

- Q. When do I pay for plan review services?**
- A. Plan review fees are paid at the municipal building after the reviewed plans are available at the municipal building.
- Q. Are there any other plan review costs, extra charges or fees not listed?**
- A. Unless significant changes are made to plans after the review process has begun such as increasing the building footprint, adding an additional floor, or including a fire protection system, no other fees are charged.
- Q. Should the designer, developer, architect or owner have questions concerning the review, can they contact you?**
- A. Yes! Free phone consultation with all parties involved is included
- Q. In addition to the Uniform Construction Code, our municipality has its own local amendments and ordinances. Will they be included in the plan review?**
- A. Local amendments to the Uniform Construction Code will be included in the review. Any municipal ordinances that do not impact building construction requirements will not be part of the review.
- Q. I have a question concerning a particular code issue not related to the project being reviewed, Can this question be answered without additional charge?**
- A. Yes! As a courtesy, I will be happy to answer any code related question at no charge.
- Q. I have a large project. Can I meet with you to discuss the project and will there be a charge?**
- A. Yes! I encourage a preliminary meeting for large projects with owners, contractors and professional designers. There is no charge for this service.
- Q. We have a building with a particular problem but does not require a full review. Can we fax you a quick sketch for an answer?**
- A. I will evaluate the sketch with a response at no charge. If a written report is required and requested, a fee is charged.