



## **Commercial Plan Review Consultation Information and Request Form**

The City of Austin Commercial Plan Review Division offers Commercial Plan Review Consultations (PRC) to allow the owner and/or owner's agent(s) to meet with staff to discuss project-related questions for projects that are currently under review. These meetings are designed to assist the owner and/or design team to identify items that need to be addressed or modified before plans are revised and submitted as an update. The PRC does not guarantee approval of plans.

Commercial Plan Review Consultations will be required for any meeting:

- a. That lasts longer than 20 minutes
- b. Covers one or more major code disciplines
- c. To discuss projects currently under review and address any questions related to the Master Comment Report.

### **Procedures:**

1. In order to schedule a Commercial Plan Review Consultation meeting, submit the attached Plan Review Consultation Form via email to [commercialreview@austintexas.gov](mailto:commercialreview@austintexas.gov). A staff member will contact you with the scheduled date and time of the meeting.

The Plan Review Consultation Form shall be filled out completely and shall be signed by the person requesting the PRC. The Plan Review Consultation Form shall include check marks next to all the disciplines that you wish to be present at the meeting. The disciplines that are available for a PRC are: Building/Design Standards, Mechanical, Electrical, Health, Industrial Wastewater, Plumbing, Structural, and Fire\*\*. Note that disciplines that are not marked on the Plan Review Consultation Form will not be available.

2. There is a non-refundable fee + 4% Development Services Surcharge\* per hour per discipline\*\* for each Commercial Plan Review Consultation. See Commercial Review and Permit Fees at <http://www.austintexas.gov/department/fees> for current fee schedule. Payment of the PRC fee is to be made at the time of scheduling the meeting and a copy of the paid receipt provided to confirm the meeting. A date and time may be requested on the PRC Request Form, but the PRC meeting will not be formally scheduled until this fee has been paid. An applicant should confirm with Commercial Plan Review staff to determine available dates and times. Rescheduling a meeting is permitted with no new payment of fees if notice is provided at least 2 Business days in advance of the scheduled PRC meeting date.

\*Note that a 4% Development Service Surcharge will be added to the total fee due for each PRC

\*\*Disciplines charged are Bldg/Design Stds, Mechanical, Electrical, Health, Industrial Wastewater, Plumbing and Structural. To coordinate PRC meetings requesting a Fire representative please contact Austin Fire Department (AFD), at (512) 974-0261. Arrival 15 minutes prior to the meeting to pay a separate PRC fee to AFD is required. Payment must be made at the Fire Engineering Services Receptionist window located on the 2nd floor, 505 Barton Springs Road, and paid receipts brought to the meeting.

3. The City will return the PRC Request form to the applicant via email with the scheduled date, time and assigned PR Number for the meeting.
4. All PRC Meetings will be held at the City of Austin Offices, One Texas Center, located at 505 Barton Springs Road, Austin, TX 78704.
5. Each PRC meeting is a minimum of sixty (60) minutes and a maximum ninety (90) minutes in duration. If it is anticipated that more time is needed, additional PRC meetings are to be requested by the customer in advance. Where possible, Plan Review staff will schedule these multiple meetings back-to-back or at least on the same day. It is up to the customer to manage the meeting agenda and discussion to meet the time frame allotted. The customer(s) should plan on arriving fifteen (15) minutes prior to the PRC meeting start time to allow time for check in. **The PRC Meeting will not be extended past the original end time due to the customer arriving late and/or due to the number of disciplines requested.**
6. Formal approval of any part of the project **will not** be granted by COA Plan Review staff during the PRC meeting. Project approval must be obtained by the customer through the plan review process. Plan review documentation shall include complete construction documents, and may include approved PRC meeting minutes, a formal Code Interpretation from COA, an approved Alternate Method of Compliance Request or other written approval from COA. It shall be the responsibility of the customer to develop, coordinate and obtain these written approvals if needed.

We hope that this customer service initiative will help you identify and address project-related issues prior to submitting an update to building permit review to assist your project in meeting your project's schedule. Should you have any questions regarding the Commercial Plan Review Consultation Meeting process, please contact one of the Commercial Building Code Plans Examiners.

**Attachment:**

- Commercial Plan Review Consultation Request Form – Commercial Plan Review Division



## Plan Review Consultation Request Form Commercial Plan Review Division

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Plan Review Number (PR#): \_\_\_\_\_

Meeting agenda (please attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRC Request by (Name): \_\_\_\_\_

Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Please check the Disciplines you would like present at the meeting (Note that there is a non-refundable fee (+4%) per hour per Discipline for each PPR meeting. Payment is required at time of meeting request. See Commercial Review and Permit Fees at [www.austintexas.gov/dsdfees](http://www.austintexas.gov/dsdfees) for current fee schedule.):

- |  |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Building/Design Standards | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Health     |
| <input type="checkbox"/> Industrial Wastewater     | <input type="checkbox"/> Fire       | <input type="checkbox"/> Plumbing   | <input type="checkbox"/> Structural |

Requested Meeting Date: \_\_\_\_\_

Requested Meeting Duration: \_\_\_\_\_

Number of Applicant Attendees (For space planning purposes, please limit it to less than 8): \_\_\_\_\_

### For Office Use Only

PR#: \_\_\_\_\_

Scheduled Meeting Date: \_\_\_\_\_ Time Slot: \_\_\_\_\_