



## Overtime Plan Review Information and Request Form

The City of Austin Commercial Plan Review Division offers Overtime Plan Review to allow the owner and/or owner's agent(s) to request employee overtime to account for conducting an update submittal review in a shorter review time.\* The update will be placed in a separate Overtime Plan Review queue and be reviewed in the order received. The review will be completed in 3-5 business days. The Overtime Plan Review only covers the review cycle and review disciplines that are requested and does not guarantee approval of plans.†

### Procedures:

1. In order to schedule an Overtime Plan Review, submit the attached Overtime Plan Review Request form with the subsequent plan update submittal. See limitations and attachments below.  
The Overtime Plan Review Request Form shall be filled out completely and shall be signed by the owner and/or owner's agent(s). The Overtime Plan Review Request Form shall include check marks next to up to two (2) disciplines that you are requesting to perform an overtime review. The disciplines that are available for Overtime Plan Review are: Building/Design Standards, Electrical, Mechanical, Plumbing, and Structural.
2. There is a non-refundable fee + 4% Development Services Surcharge\*\* per hour per discipline with a 2 hour minimum for each Overtime Plan Review request. See Commercial Review and Permit Fees at [www.austintexas.gov/dsdfees](http://www.austintexas.gov/dsdfees) for current fee schedule. Payment of the Overtime Plan Review fee is to be made at the time of application or subsequent plan update submittal for which the overtime review is being requested.

### Limitations:

1. Overtime Plan Reviews are reserved for subsequent update plan review submittals and not for initial application submittals.
2. Overtime Plan Reviews are reserved for minor updates.
3. No more than three (3) Overtime Plan Review requests per week per customer.
4. No more than two (2) trades can be requested.
5. Overtime Plan Reviews are limited based on staffing availability.

### Attachments

- Overtime Plan Review Request Form – Commercial Plan Review Division
- Master Comment Report with responses

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\* Please be aware the review may or may not occur during actual overtime hours. The assigned reviewer will work an equivalent amount of overtime to compensate for the time lost to prevent a negative impact on their regular caseload.

† Note that a 4% Development Service Surcharge will be added to the total fee due for each Overtime Plan Review request.



## Overtime Plan Review Request Form Commercial Plan Review Division

New Construction or Addition       Finish Out or Remodel

### Section 1: Project Information

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

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

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

### Section 2: Applicant/Agent Information

Permittee or Authorized Agent: \_\_\_\_\_

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

Address of Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

### Section 3: Requested Reviews

Please check up to two (2) Disciplines for which you would like an overtime review. (Note that there is a non-refundable fee (+4%) per hour per Discipline for each Overtime Plan Review. Payment is required at time of submittal. See Commercial Review and Permit Fees at [austintexas.gov/dsdfees](http://austintexas.gov/dsdfees) for current fee schedule.)

Building or Design Standards       Mechanical       Electrical

Plumbing       Structural       Energy

NOTE: If the reviewer determines that the project scope and/or complexity exceeds the Overtime Plan Review Limitations, the applicant will be notified, and the review will be completed in the original review time. Fees will not be refunded.

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Approved       Disapproved