



# Overtime Plan Review Information and Request Form

[DevelopmentATX.com](http://DevelopmentATX.com) | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

The City of Austin Commercial Plan Review Division offers Overtime Plan Review to allow the owner and/or owner's agent(s) to request an overtime review to shorten the review time for an updated submittal. The review will be completed within 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.<sup>1</sup>

## Procedures:

1. In order to schedule an Overtime Plan Review, submit the attached Overtime Plan Review Request form with your responses to master comment report. 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 of the disciplines that you are requesting for the overtime review.
2. There is a non-refundable fee + 4% Development Services Surcharge<sup>2</sup> 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.
3. Submit completed Overtime Plan Review Request form along with required attachments to [Mitchell.Tolbert@austintexas.gov](mailto:Mitchell.Tolbert@austintexas.gov). If you have general questions regarding your request, you may submit your inquiry to [commercialreview@austintexas.gov](mailto:commercialreview@austintexas.gov).

## 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. Overtime Plan Reviews are limited based on staffing availability.

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.

## Required Attachments

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

<sup>1</sup> 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.

<sup>2</sup> 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

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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: \_\_\_\_\_ 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.) Note: There is a 2-hour minimum per request.

Building or Design Standards or Site Plan     Mechanical     Electrical

Plumbing     Structural     Energy

### For Office Use Only

Received by: _____	Date: _____
Signature: _____	Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Distribute to: _____	Date: _____