



CATAWBA COUNTY EXPRESS PLAN REVIEW

P.O. BOX 389, NEWTON, NORTH CAROLINA 28658
NEWTON OFFICE NUMBER: (828) 465-8399
NEWTON FAX NUMBER: (828) 465-8962

www.CatawbaCountyNC.gov

EXPRESS REVIEW GENERAL INFORMATION and GUIDELINES

The Catawba County Building Services Division implemented a development Express Review process to provide customers the opportunity to have their design professionals' meet with local government officials to accelerate plan approvals and permit issuance, thus allowing construction to begin sooner. The program is scheduled on available days and presently includes alterations, interior up-fits, new construction, additions and change of use. This service is heavily dependent on the completeness of plans and associated documents that are submitted. *Due to the inherent dangers associated with **Hazardous** locations this occupancy classification will not be permitted to use express review.*

Scheduling:

The Lead Design Professional may contact Plan Review Supervisor, Laura Rooks (828) 465-7953 to clarify any process or procedures. A North Carolina licensed Design Professional must coordinate all projects. A plan review application shall then be forwarded to the Plan Review Supervisor for processing and confirmation. Please refer to the application and this package for all required documentation that must be completed in order to receive a confirmed review date. Applications must be received by the Plan Review Supervisor no later than **four** working days prior to the desired review date to ensure ample time to forward the application to all departments involved in the review process. Once all departments have cleared the project for review the applicant will be provided a confirmation email with a date and time. Express Plan Reviews are scheduled on an availability of staff basis. In cases where multiple agencies and departments are required additional time may be needed to coordinate the review.

Confirmation:

After the express application is received, a confirmation email of receipt of application will be sent to the Lead Design Professional within 24 hours. The applicant will then be contacted after the application and documentation is reviewed by all agencies and the proposed project is determined to be appropriate for express review. An email confirmation will be sent identifying the date/time, number of sets of plans, meeting location and so on.

Cancellation/ Rescheduling:

All cancellations/rescheduling must be made no later than one (1) business day prior to the confirmed date for express plan review. All cancellations that occur with less than one (1) business day notice will be assessed a \$200.00 cancellation fee by Catawba County Building Services.

Initial Review

Costs:

Catawba County Building Services fees are \$950.00 per hour/partial hour for exterior work, \$800.00 per hour/partial hour for interior work. This fee is only for Building Services Plan Review; other reviewing departments costs are separate.

Catawba County Environmental Health fee is \$250.

Catawba County Erosion Control fee is \$0.00 for the first acre and \$150.00 per additional acres of disturbed soil.

If you're facilitating stand-alone erosion control express plan review (doesn't happen very often) then please add hourly fee of \$97.50 with a minimum of \$200, plus the \$150 for every acre after the first fee.

Other jurisdictions may charge additional fees. The applicant will be advised of these fees in the confirmation email.



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Plans:

Plans shall be available **24 hours** prior to the scheduled time of the requested Express Review. If Catawba County Building Services is notified by other reviewing departments that the required plans are not received within the required time frame the express plan review will be cancelled.

Interior Work and Exterior Work: The number of sets of plans will be based on the zoning jurisdiction the project is located in and whether the project includes food/beverage service and/or erosion and sediment control measures. The required number of sets of plans needed for the express review will be include in the confirmation email.

Each set of plans **must be assembled** and ready prior to the Express Review. When the design involves metal buildings a sealed letter from the firm's structural engineer identifying the designed loads shall be included in the construction documents. All plan sheets are required to be sealed by the N.C. professional engineer and N.C. registered architect responsible for the design.

Express reviews take place at each reviewer's location. Catawba County Building Services arranges communication through internet for outside agencies during the express review. It shall be the responsibility of the design team to insure that all departments receive their required plans and application(s) prior to the review. Catawba County Building Services does not provide a plans delivery service. If outside agencies are not in receipt of their required plans and/or applications the Express Review will be cancelled and the cancelation fee will be assessed. Catawba County Building services will require one set of plans for their review. If the project is located in an unincorporated area of Catawba County additional plans may be required for other departments. Projects outside the corporate limits of the City of Hickory but served by the City of Hickory Public Utilities will require review by the City of Hickory Department of Public Utilities. Total number of sets of plans and where they will need to be delivered will be included in the confirmation email.

Prior Approvals:

Projects that require any type of pre-approval [County Commission, City Council, Planning Board, Board of Adjustment, Subdivision Approval, Storm Water plan Approval, Recorded Plats, NCDENR Erosion Control Plan (for publicly funded projects), City Attorney, Septic Systems (these may be "in-process"), Community Water Systems, etc.] is recommended to have these approvals in place prior to the scheduling of an Express Review to allow for permit issuance. **Please note that the County or Municipal Attorney's office is not part of the Express Review.**

Attendees:

The Lead Design Professional and all individuals whose professional seal appears on the project plans (architect, structural engineer, civil engineer, plumbing, mechanical, electrical engineer, and landscape architect) is recommended to attend the express plan review session to make corrections & reseal plans if needed. *Food Service Operators are also recommended to be in attendance for any occupancy that includes food/beverage service.* If any designer is not in attendance, the ability to make corrections and reseal plans cannot be achieved therefore no permit will be issued if plans need correcting. At a minimum the Lead Design Professional must be in attendance for the review.

Review Time:

Charged review time will begin on the scheduled time as noted in the confirmation email approving the express review unless prior arrangements are made with the Plan Review Supervisor. The Lead Design Professional will be asked to give a brief overview of the project to acquaint the reviewers. Each reviewer will keep up with their review time and will provide the totals for each department to the coordinator.



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Payment:

Payment must be made at completion of the review.

Re-review

In the event that an Express Review results in a disapproval that is not able to be corrected at the time of the review, a re-review must be performed prior to permits being approved to issue. This can be done through the normal plan review process or another Express Plan Review can be scheduled. All revisions, when submitted, must be clouded and a transmittal letter which addresses all previous comments must be included with the plan. Re-review plans without transmittal letter and clouded revisions will be rejected and a one (1) hour minimum review fee charged.

Permit Issuance:

If all required information and forms have been received and approved, permits are normally issued at the completion of plan review. Express Review fees must be paid in full prior to permit issuance if a billing account has not been preapproved.

**Contractors will be responsible for all permit fees relating to building, plumbing, mechanical, electrical, fire prevention, erosion control and zoning disciplines at time of permit issuance.*

Participants:

Only Catawba County and City of Hickory are participating in the Express Plan Review option. If your project is in an outlying municipality (City of Newton – Zoning and Fire, City of Conover – Zoning and Fire, City of Maiden - Zoning, Town of Longview - Zoning, Town of Catawba - Zoning, Town of Brookford - Zoning, Town of Claremont - Zoning), you may still be eligible to do Express Plan Review for Building and/or Fire, but the Zoning and/or Fire will not be attending. In order to receive permits at the end of the Express Plan Review, Zoning and/or Fire approval notices must be submitted along with the plans.