



# 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 OPERATING PROCEDURE**

***Please contact the Plan Review Supervisor for information or scheduling:***

**Mail:** Catawba County Building Services Division  
Attn: Plan Review Supervisor  
PO Box 389  
Newton, NC 28658-0389

**In Person:** Catawba County Government Center  
Laura Rooks, Plan Review Supervisor  
25 Government Drive  
Newton, NC 28658  
Phone # (828) 465-7953  
LRooks@Catawbacountync.gov

- Available dates will be determined and a tentative review time scheduled. Request an application and a general provision package or the application and general provision package is available at [www.catawbacountync.gov](http://www.catawbacountync.gov)
- Complete necessary forms and e-mail to LRooks@catawbacountync.gov for review. After receiving completed forms, staff will evaluate your request and verify the necessary information has been provided. If the application is complete and the project is suitable for Express Review, a confirmation email with date and time will be forwarded to the project design coordinator and may include specific conditions that must be met prior to the review date.

### **Completing the Express Application Form**

- Complete the entire express application form.
- It is noteworthy to point out that the project design coordinator must be completely knowledgeable about the project and authorized to make administrative decisions. Communication by Plan review staff will be directed to this individual. In order to reduce the number of phone calls, it is requested that other individuals involved in the project (architects, engineers, owners) also work through the project design coordinator.

### **Completion of Food Establishment Plan Review Application**

- All food service establishments are required to provide a completed Food Establishment Plan Review application at time of express plan review for review by Environmental Health Personnel. There is an additional \$250.00 fee for this application.



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In the event that an Express Plan Review results in a rejection, permits will not be issued until all outstanding issues have been resolved (refer to "Re-review process"). If denied, plans need to be re-reviewed, the client may schedule another express review time or bring the plans through regular review processing. Regular review processing has a different anticipated completion time period. All express review fees must be paid prior to submittal through regular review.

### **Re-review process:**

If another express review time is requested it shall be scheduled upon completion of the express review. Only the project design coordinator and design professionals involved in the revisions are required to attend.

All revisions must be clouded. A transmittal letter which addresses all previous comments must be attached to each set of plans.

Re-review plans without transmittal letters and clouded revisions will be rejected and a one (1) hour minimum review fee charged. **The project design coordinator will be billed for the re-review and another re-review will be scheduled.**

Any questions or comments regarding this service may be directed to  
Laura Rooks, Plan Review Supervisor  
(828) 465-7953  
lrooks@catawbacountync.gov