





Procedure:	Plan Review process for Building & Standards Commission (BSC) Orders		
Division:	Building Plan Review		
Effective Date:	May 25, 2018		
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Purpose:
To establish the procedure for plan review and permitting of Building & Standards Commission (BSC) cases to alleviate substandard and dangerous conditions. The procedures available will assist property owners in implementing an Order from the BSC. BSC Orders generally require property owners to obtain compliance with the current International Property Maintenance Code (IPMC) within 30-60 days.
Background:
<p>City Council Resolution 2013 1003-100 directed staff to "initiate a code amendment for an expedited permit that authorizes repairs to alleviate substandard and dangers conditions and directs the City Manager to process the code amendment."</p> <p>Since the Land Development Code already establishes the "building permit" as the tool to perform repairs to a structure, a new type of "repair" permit would not be necessary. The Development Services Department provides several options for expediting permits that can be utilized by property owners to obtain permits required for BSC cases, therefore a new "expedited" review process would not be necessary.</p>

Definitions

Procedure	
Emergency Repairs	<p>Code Edition: 2015 International Building Code 2015 International Residential Code</p> <p>105.2.1 Emergency repairs. Where equipment replacements and repairs must be performed in an emergency situation, the <i>permit</i> application shall be submitted within the next working business day to the <i>building official</i>.</p> <p>Stand-Alone Emergency Repair Permits may be approved by the building inspection department. To obtain approval the applicant must meet with the Division Manager for building inspections or their delegate. Stand-Alone permit shall be granted on a case by case basis. These permits will be limited in scope to only make temporary repairs to life safety hazards. The permit shall remain open until the permanent repair plans are reviewed and permits for those repairs are issued.</p>
	<p>Plan Review Procedure</p> <p>1. Application submittal requirements for plan review will follow the current process published on the City website: https://austintexas.gov/buildingreview. The appropriate current</p>



	<p>permit application shall be used: http://www.austintexas.gov/page/building-applications.</p> <ol style="list-style-type: none">2. A plan review will be performed for all work outlined within the BSC Order to ensure zoning and technical code compliance.3. Plan review will adhere to the current review timelines published on the City website.4. Updates to address plan review comments will follow the current process and review times.5. Revisions to active permits will follow the current process and review times.
Review Times	<p>Maximum review times as specified in Section 15.7 of the Building Criteria Manual: https://library.municode.com/tx/austin/codes/building_criteria_manual?no_deld=S15SIPLSUAPTAPLAP_15.7RETI</p> <p>Accelerated review times set administratively on City website: https://austintexas.gov/page/review-times-commercial-plan-review http://www.austintexas.gov/page/review-times-residential-plan-review</p>
Commercial Plan Review Permitting Options	<p>Quick Turn-Around (QT) Review Quick Turn-Around reviews and approvals apply to small interior commercial remodels, and are generally approved on the same day as presented. Submittals are limited to a review and evaluation by a Building Plans Examiner only.</p> <p>7 Business Day Review Projects not eligible for a QT Review may be eligible for a 7 day review. Allows small commercial remodels of certain occupancy types and small projects to be processed within a 7 business day period. These submittals are reviewed and evaluated by all appropriate review teams.</p> <p>Remodel Review Remodel projects that are not eligible for a QT Review or 7 Business Day Review are processed within the time frame specified in Section 15.7 of the Building Criteria Manual.</p> <p>New Construction New projects that are not eligible for a QT Review or 7 Business Day Review are processed within the time frame specified in Section 15.7 of the Building Criteria Manual. Projects less than 25,000 square feet are eligible for accelerated review as shown on the City Website.</p> <p>Subject to change, see City website for current options. Plan Review staff can assist with determining the applicable plan review path during Walk-in Consultations. https://austintexas.gov/page/commercial-building-review</p>
Residential Plan Review Permitting Options	<p>Express Permit – Same Day Service Certain projects qualify for an Express permit including replacement of doors, windows, siding, brick, insulation, and roof; foundation repair; bathroom or kitchen remodel (no relocated/added walls or plumbing fixtures); drywall repair; or other projects as listed on the City website: http://www.austintexas.gov/expresspermits.</p> <p>Small Projects (Reduced Plan Review Fee)</p>



	<p>Regular review times apply. The following projects receive a reduced plan review fee: Interior Remodels, fences, Amnesty Certificate of Occupancy, and Garage/Carport/Porch Conversions.</p> <p>Interior Remodels Review time and fees for Interior Remodels are reduced in comparison to New Construction & Additions. Interior remodels do not include projects with added square footage or a garage/carport/porch conversion.</p> <p>New Construction & Additions Review are processed within the time frame specified in Section 15.7 of the Building Criteria Manual. Additions include added square footage and garage/carport/porch conversions.</p> <p>Subject to change, see City website for current options. Plan Review staff can assist with determining the applicable plan review path during Walk-in Consultations. https://austintexas.gov/page/commercial-building-review</p>
Expedited Building Plan Review	<p>Expedited Building Plan Review Qualifying residential and commercial projects can take advantage of this premium service that accelerates building plan review by holding a collaborative review session with a consolidated team of plan reviewers representing all of the required disciplines and the applicant's design team. http://www.austintexas.gov/expeditedreview</p>
Pre-submittal Plan Review Consultations	<p>Walk-in Consultations For general questions regarding plan review processes and procedures, or for basic building development-related questions, free walk-in consultations are provided by both Residential Plan Review and Commercial Building Plan Review. These are limited to 20 minutes for general information. See website for availability.</p> <p>Preliminary Plan Review (PPR) Meeting A one-hour preliminary plan review meeting by paid appointment that allows the owner and/or owner's agent(s) to meet with staff to discuss preliminary design and/or code issues. Commercial meeting request form: http://austintexas.gov/sites/default/files/files/Development_Services/Applications/commercial/Commercial_PPR_form_032118.pdf Residential meeting request form: http://austintexas.gov/sites/default/files/files/Development_Services/Applications/residential/Residential_PPR_requestform_020218.pdf</p>
Homeowner's Permit	<p>A person who is not licensed to perform electrical, mechanical & plumbing work may perform work within a residence and on property owned by the person if eligibility requirements are met. This type of permit is a Homestead Permit. If you are eligible for a Homestead Permit, you must apply in person at the Service Center <u>after your plan review is approved</u> and file an affidavit stating that the location at which the work is being performed is the person's homestead. http://austintexas.gov/sites/default/files/files/Planning/Permits/Homeowners_Permit.pdf</p>

Roles and Responsibilities



Commercial, Residential, and Expedited Plan Review	Building Plan Review
Service Center	Permit issuance
Building Inspections	Emergency Repair approval