COUNTER PLAN REVIEWS

Are Available On

Mondays and Wednesdays

From 2:00 – 4:00 p.m.

The City has implemented, on a trial basis, a counter plan check review process for certain types of projects listed below. Counter Plan Check Reviews will be held on Monday and Wednesday from 2:00 to 4:00 p.m.

The following project types <u>may be</u> eligible for Counter Plan Check Review:

Swimming Pools/Spas

Pool/spas located in hillside area or RHR zone are not eligible for counter review

- ICBO Patios
- Tile Roof Calculations for Roof Replacements
- Minor Structural Addendums
- Kitchen and Bath Remodel
- Minor Termite Repair/Minor Exterior Remodel/Window Replacement

Alterations on Route 66 must receive prior approval through the Planning Dept.

Process:

Please complete the application form and submit with <u>2 sets of plans</u> to the Building Division for your Counter Review. Your application will be reviewed on a first-come, first-serve basis on Mondays and Wednesdays, from 2:00 p.m. to 4:00 p.m. by the Building Division, Engineering Division and Planning Department. *Plan Check fees are required for all projects*. If your plans are approved, you must be prepared to pay the necessary building permit fees and provide all necessary documents such as contractor licenses at that time. If you have received comments or redlined corrections from any of the Divisions, <u>you must resubmit corrected plans along with the redlined plans during a subsequent Counter Plan Check time period</u>. *Please note that no further comments will be provided without the redlined plans*.