

Process for Issuing Over-the Counter Permits when Plan Review is Required

All Tri-County jurisdictions shall offer the service of issuing over-the-counter permits that require plan review for at least two hours per week, either by appointment or by offering specific office hours.

Approval for an over-the-counter permit for a project requiring plan review is based on the complexity of the plan, and whether or not the plan review can take place in the time permitted. The following could potentially exclude a plan for the over-the-counter review process:

- § Occupancy changes
- § Structural changes
- § Land use issues or issues involving other agencies or bureaus
- § Accessibility issues
- § Fire resistive construction issues
- § Fire and life safety issues
- § Existing issues