



# #B108 EXPEDITED REVIEW PROCESS

The City of Bainbridge Island now provides an opportunity for applicants to utilize a process allowing Expedited Building Permit Code Review of project plans via third party review. By requesting the optional Expedited Building Permit Review services, the City’s building permit review is performed faster than a standard application.

An applicant can **expect** a maximum review time of 15 working days for first review (20 working days for commercial and multifamily), and maximum of 10 working days for all subsequent reviews (15 working days for commercial and multifamily). Additional review time may be required if multiple projects are submitted by the same applicant on the same day.

Applicants opting to use a Expedited Building Permit Review will pay the additional consultant’s hourly fee which is calculated based on the consultant’s fee schedule. The Expedited Building Permit Review is covered by the initial \$2500 deposit with any potential refunds applied to permit fees at time of permit issuance. Any additional fees due will be provided an invoice and applied at time of permit issuance. Revisions initiated by applicant (changing the design of building, adding square footage, etc.) may result in additional fees due to additional time needed for the consultant to review.

### **Before You Apply for Your Project**

- Meet with Department of Planning and Community Development staff to determine if your project will benefit from using the expedited review process.
- All development within 200’ of ordinary high water requires the submittal of a Shoreline Substantial Development Exemption prior to the submission of a building permit.

### **Section 1 - Submittal Requirements**

***In addition to the typical submittal requirements for your application***, the following items are required to apply for an expedited review. Use the column to the left to check off items included with your expedited review application.

Required Submittal Items
1. Signed Authorization for 3rd Party Review in electronic format
2. Construction plans, with date prepared and/or revised - in electronic format (with design professional’s original stamp and signature if prepared by a licensed professional).
3. Engineered plans and calculations, if applicable, with date prepared and/or revised - in electronic format (with engineer’s original stamp and signature).
4. \$2,500 Deposit

**Section 2 – General Process Outline**

1. Following consultation with city staff, the applicant submits the signed Authorization for Third Party Building Code Review (attached) along with a deposit check in the amount of \$2500.00 payable directly to the City.
2. Electronic PDFs of all plan sets and documents including a copy of the signed Authorization for Third Party Review are submitted to the City and shipped to the consultant for buildingcode review (applicant is notified of date permits set sent to consultant).
3. Upon completion of the review, a list of any necessary corrections is sent to the City and forwarded to the applicant/agent for reply, or a final set of plans with conditions is sent the City.
4. If Corrections are Required: Applicant provides electronic corrected/revised plans resubmitted to the City (not directly to the consultant), logged for tracking purposes, and then shipped to the consultant for recheck.
5. Upon approval, corrected electronic plans, are shipped directly from the consultant to the City.
6. Once all departments have signed off, the City completes final processing of the building permit within 7 working days.
7. Third Party Review may be terminated at anytime by the applicant or the City and converted to a standard application review process. If the applicant terminates the review after the consultant has started work, the Third Party Review fees allocated up to the date of termination are no longer refundable.

**OFFICE USE ONLY**

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**Consultant:** \_\_\_\_\_

**Estimated Building Plan Review Fees**

Includes building/plumbing/mechanical/energy/structural plan review

Estimated Normal plan review fee \$ \_\_\_\_\_

Estimated Third Party Review Deposit \$ 2,500.00

Estimated Total Building PlanReview Fees\* \$ \_\_\_\_\_  
(Other permit fees still due)

\*Assumes a complete application is submitted. Assumes full \$2500 is utilized and no refunds are required. Does not include additional fees associated with revisions initiated by applicant (changing the design of building, adding square footage, etc)



City of Bainbridge Island  
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Building Division  
(206) 842-2552

## AUTHORIZATION FOR THIRD PARTY BUILDING CODE REVIEW

Building Permit No: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Authorized By (print name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_

I hereby request and authorize the City of Bainbridge Island to send out the above-referenced project to a third party consultant for review, marked below. I understand that the Third Party Review fees must be submitted with this form and that these fees are in addition to normal plan review fees.

Applicants opting to use a Expedited Building Permit Review will pay the additional consultant's hourly fee which is calculated based on the consultant's fee schedule. A \$2,500 deposit check payable to the City of Bainbridge Island is submitted to the City along with this form for Authorization for Expedited Building Permit Review. The Expedited Building Permit Review deposit is due upon requesting this review.

In return, I can **expect** that the typical turnaround time for initial review will be 15 working days (20 working days for commercial and multifamily). Subsequent reviews will be approximately 10 working days (15 working days for commercial and multifamily) once the consultants receive my response to required corrections as a result of the original plan review. Additional review time may be required if multiple projects are submitted by the same applicant on the same day. **Once all departments have signed off, it will take 7 working days for City personnel to process the permit before issuance.**

When revisions are initiated by the applicant (changing the design of building, adding square footage, etc) after the initial plan review letter has been sent or when post revisions are requested by the applicant, the typical turnaround time for review of these revisions is 15 working days (20 working days for commercial and multifamily).

The Expedited Building Permit Review is covered by the initial \$2500 deposit with any potential refunds applied to permit fees at time of permit issuance. Any Expedited Building Permit Review fees that are calculated to exceed the \$2500 deposit will be estimated and the applicant informed prior to work conducted. Any additional fees due will be provided an invoice and applied at time of permit issuance. Any inspection fees will be identified and required for payment prior to issuance of Final Inspection.

At anytime I can submit a written request to terminate expedited review services and return to a normal plan review schedule. However, if plan review services have been started, Third Party Review fees charged up to the date of termination are no longer refundable.

# EXPEDITED BUILDING PERMIT REVIEW PROCESSING

Applicant Submits Normal Plan Check Fees plus \$2,500 Deposit to City.

Applicant pays Normal Building Permit Fees plus Consultant fees, \$2,500 Deposit is applied.

Applicant Desires Expedited Review Services

Applicant Submits Application, Plans and PDFs to City.

City processes plans for review by other departments or agencies: Fire, Planning, Health.

City finalizes plans for permit issuance with consultant fees added to permit costs.

City issues Permit to Applicant.  
Consultant invoice sent for payment.

City distributes Plans to third party Consultant.

Consultant reviews plans (15 Day Max Turnaround)

Consultant redlines plans with any corrections.

Consultant Returns plans to City with invoice of fees.