

MEDIA RELEASE

FOR IMMEDIATE RELEASE

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Windsor, California Expedites Plan Review Process

Windsor, California (August 23, 2010) - The Town of Windsor Planning and Building Department unveiled a new option for review of building plans in an effort to promote business friendly practices and respond quickly to permit requests. The Building Department developed a group of pre-approved plan review consultants that are able to expedite the plan review process. The goal of developing a list of approved third party consultants is to provide additional options to businesses, contractors and homeowners seeking building permits. According to Steve Pantazes, Building Official, "third party plan review firms are often ready and capable of completing a plan review quickly which can often save permit applicants valuable time." The Building Department is very sensitive to the concept of "time is money" and believes that given the current economic climate, the option to utilize a third party plan reviewer for plan checks can really make a difference.

Permit applicants requesting to expedite the plan review process may contract with one of the Town of Windsor's pre-approved plan review consultants. Currently the Building Department has five private firms pre-approved to conduct plan reviews on its list and if pre-approved by the Building Official may consider adding additional consultants. The new guidelines are available on the Town of Windsor website at <http://www.townofwindsor.com/index.aspx&NID=163> A brief description of the expedited plan process is outlined below:

1. Applicants are required to complete a permit application describing the proposed construction project and submit four (4) complete sets of plans to the Building Department. Two (2) sets of plans will be stamped for Third Party Plan Review and given back to the applicant for submission to the third party plan review consultant.

2. The Building Division will review the permit request form and the submittal checklist to verify that the plans and other submitted documents are complete and ready for review. The applicant will complete and sign the Third Party Plan Review Agreement and pay the Building Division plan review and administration fee of 50% of the normal plan review fee, plus Planning and Engineering fees prior to permit issuance.
3. Upon completion of plan check review, the third party consultant shall submit to the Building Department a letter of approval, three (3) sets of approved plans and two (2) sets of related documents. All sheets of plan and the cover documents shall be stamped and signed as approved by the consultant. The consultant shall provide the Building Official a copy of all resubmitted correspondence between applicant and consultant.

For additional information on the Third-Party Plan Check Review process, contact the Town of Windsor Building Department at 707-838-1016 or online at www.townofwindsor.com under Building Department.

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