

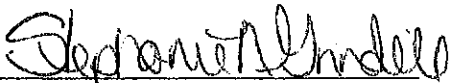
DEPARTMENT OF PUBLIC WORKS

BULLETIN NO. 41

Subject: EXPEDITED PLANS REVIEW PROCESS

Issue Date: January 12, 2005

Prepared by: Leonard J. Helmers, Jr., Professional Engineer IV

APPROVED:   
Stephanie N. Grindell, P.E.  
Director

Processing a request for an Expedited Plans Review shall follow the procedure listed below:

1. Applicant shall submit request for an expedited plan review to the Director of Public Works, or his/her designee, for approval.
  - a) For "outside source review", Public Works shall accept construction plans and secure a review cost from the consultant. Public Works notifies the applicant of consultant cost plus 15% administrative fee. Applicant shall pay corresponding total cost to the Public Works Senior Accountant and obtain receipt. Applicant presents receipt to the Building Plan/Line and Grade Section Head and the Public Works Department then directs the consultant to perform the expedited plan review.
  - b) For "in-house review", applicant shall pay \$250.00 to the Public Works Senior Accountant and obtain receipt. Applicant presents receipt to the Building Plan/Line and Grade Section head and the designated Public Works Plans examiner shall perform an after hours expedited plans review.
2. Upon completion of the expedited plans review, the Public Works plans examiner shall notify the applicant of any comments or corrections and enters approval into Building Department plan review system.

3. For expedited plans review performed "in-house", the plans examiner shall complete a "JB-AFTER HOURS PLANS REVIEW" form including the date, employee's name, section, date worked, project name and plan number and present the form to the Building Plan/Line and Grade Section Head for processing.

CITY OF MIAMI  
PUBLIC WORKS  
AFTER HOURS (Straight Time) PLANS REVIEW

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Section: \_\_\_\_\_

Date Worked: \_\_\_\_\_ Hrs Worked: \_\_\_\_\_

Project Name: \_\_\_\_\_ Plan#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

Section Head

\_\_\_\_\_

Department Director

Account # 001000.310201.6.050