

City of Alexandria, Virginia

MEMORANDUM TO INDUSTRY 2020-03

DATE: MARCH 24, 2020

TO: PERMIT CENTER CUSTOMERS AND STAFF

FROM: CHRIS EVANS, DEPUTY DIRECTOR *CE*
DEPARTMENT OF CODE ADMINISTRATION

SUBJECT: TEAM PLAN REVIEW PROCESS

The purpose of this memorandum is to provide updates and changes to the team plan review process offered by the Department of Code Administration due to the COVID-19 pandemic. To follow CDC guidelines, we are temporarily suspending in-person team plan review meetings. Eliminating and reducing in-person activities helps us better protect our customers and City staff.

With the deployment of our new permitting system, APEX, we are now capable of performing fully electronic plan reviews. With this advancement in technology we can save customers valuable time and resources by removing the necessity for printing multiple plan sets and cutting travel costs of attending the physical meetings. The in-person meetings may temporarily be eliminated from the process, but the concurrent review process will continue.

We will continue to use the scheduled one-hour time slots for teleconference calls allowing the customer and the plan review team to discuss any outstanding questions or concerns. Currently the team plan review process offers six scheduled time slots a week.

- Tuesday
 - 1:30PM to 2:30PM
 - 2:30PM to 3:30PM
- Wednesday
 - 8:30AM-9:30AM
 - 9:30AM-10:30AM
 - 10:30AM-11:30AM
 - 11:30AM-12:30PM

The TPR process will be as follows:

1. Applicant reviews and verifies that the project qualifies per the team plan review checklist.

2. Applicant will submit application through APEX Customer Self Service portal to include complete plan set.
3. Permit Center will review and process qualified applications
4. Permit Center schedules team plan review conference calls using one of the available time slots
5. Plan review team performs concurrent plan review on project prior to conference call
 - Only plan reviewers that have comments or questions will participate in the team plan review conference call (all other plan reviewers will provide their approval)
6. Permit Center completes permit application process and issues permit.