



**EXPEDITED PROCESSING AGREEMENT**

The Building Division offers expedited review services for undue hardships. Please read the following terms, conditions and fees before signing below.

1. The applicant must request the expedited service in writing for the consideration and approval by the Building Official.
2. The written request must express the hardship for necessitating the expedite service.
3. Consideration must be given to the existing level of activity and number of expedited applications proceeding through the Building Division at time of request. If division cannot immediately accommodate the request the applicant will be notified as soon as time allotment is available.
4. The expedited fee is a surcharge for the service, and **it is in addition** to all other fees.
5. The initial cycle of reviews under expedited services will be completed within 10 business days for all residential\*, commercial alterations, and new construction up to 3-stories. Turnaround times for projects outside these parameters may be requested. The day of application submittal or re-review return is not counted.
6. Plans must complete the first cycle of processing before being withdrawn or interrupted by the applicant. If the applicant withdraws or interrupts the process during the initial cycle of processing, the applicant forfeits the expedite fees. Corrections to comments cannot be submitted during a review cycle.
7. The minimum expedite fee includes a processing fee of \$100 plus \$175.00 per discipline for the first hour paid at time of request. Any initial discipline review extending past the first hour will be charged at the rate of \$175.00 per hour rounded up to the nearest quarter hour. Re-reviews after the initial review cycle will be charged at the rate of \$175.00 per hour per applicable discipline rounded up to the nearest quarter hour and are due at comment pickup. Expedite fees are not refundable and excluded to the additional permit fees.
8. The expedited processing will cover the initial review round and every subsequent re-review round unless otherwise instructed by applicant.

\*One and Two-Family Residence Only

By signing, I acknowledge I have read and understood the above guidelines and agree to these conditions.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

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Application No