STANDARD OPERATING PROCEDURE

SOP TITLE: Early Plan Review (EPR)

DATE: 12/12/2023

PREPARED BY: Christopher Casey

APPROVED BY: [Signature]

I. PURPOSE: To outline the criteria for the Early Plan Review program

II. SCOPE: To communicate the eligibility and submittal requirements for the EPR program.

III. REQUIREMENTS

➢ Submit a formal written request for early plan review to the Building Official
➢ If the request is granted, then the minimum submittal requirements for new commercial projects shall be followed. Please refer to the Commercial Plan Review Guideline located on the Contractor and Commercial Services page on the City website at: https://www.cityofallen.org/1939/Contractor-and-Commercial-Services
➢ There will be a fee for all early plan reviews. Plan Review Fee is based on Fee Table 1 plus surcharge of the greater amount of 10% of plan review fee or $500
➢ In addition to the construction documents listed in the Commercial Submittal Requirements, the following additional documents shall be submitted prior to Building Permit issuance:
   1. Approved Site Plan
   2. Approved Photometric
   3. Approved Elevations
   4. Approved Landscape
   5. Approved Final Plat
   6. Engineering Development Permit

➢ Note, Early Plan Review will not be released until Planning and Engineering have signed off, which will typically include Final Plat approval (Planning) or Development Permit approval (Engineering) are completed.

IV. RESPONSIBILITY

If early plan review is granted, the applicant is responsible for following these procedures.