Over-the-Counter Plan Check

OC PLANNING
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In order to provide our customers with optimal service, we offer expedited permit review and approval, when possible. Permits may be reviewed and issued "over-the-counter" in one day for certain types of projects; after, this allows clients to leave our office with an approved set of plans. However, this service is not always available for all clients because it necessitates that the submitted plans be complete and accurate. In order to complete review of plans in a timely manner, while the client waits, this process eliminates the permit research process normally associated with plan check and a permit will be issued if the planner and plan checker determine that all necessary zoning and other applicable code requirements are met. If an applicant is not positive that all work included on their plans and labeled as "existing" has been permitted or if their plans are incomplete, they will be asked to proceed with the traditional plan check process.

By initialing and signing below, and submitting plans for over-the-counter plan check I understand that I am affirming that:

_____ All structures, buildings, and other work labeled as "existing" were built in conformance with all applicable codes/laws at the time that they were built and were permitted if necessary;

_____ The plans are completely accurate and include setback information (distance of structures from property lines and other structures) as well as all other required information;

_____ If, at the time of inspection, or any time after this permit is issued, any work included on the plans is found to have been built without permits or built differently than shown on the approved plans the applicant assumes full responsibility for bringing the property into compliance with all applicable laws and regulations. Issuance of a permit over-the-counter shall in no way be deemed an approval of previously un-permitted work that is not included in the permit application (not a part of the work being permitted).

Permits in the name of: _____
(Name of Company) and/or (Property Owner)

Location of work: _____

Owner or Authorized Agents Name and Signature:

_____ _____
(Printed Name) (Signed Name)

Date: _____