



Preliminary Plan Review Meetings Information and Request Form

The City of Austin Commercial Plan Review Division offers Preliminary Plan Review (PPR) meetings to allow the owner and/or owner's agent(s) to meet with staff to discuss preliminary design and/or construction issues. These meetings are designed to assist the owner and/or design team identify items that need to be addressed or modified before construction plans are submitted to the City for permit review. The PPR does not guarantee approval of plans.

Preliminary Plan Review meetings will be required for any meeting:

- That lasts longer than 20 minutes
- Covers two or more major code disciplines
- Requires 2 or more design professionals in attendance
- Involves complex projects that require extensive research and/or code interpretations.

Procedures:

- In order to schedule a Preliminary Plan Review (PPR) meeting, submit the attached PPR Form via email to commercialreview@austintexas.gov. A staff member will contact you with the scheduled date and time of the meeting.

The PPR Request Form shall be filled out completely and shall be signed by the person requesting the PPR meeting. The PPR Request Form shall include check marks next to all the disciplines that you wish to be present at the PPR. The disciplines that are available for a PPR meeting are: Building/Design Standards, Electrical, Mechanical, Plumbing, and Fire**. Note that disciplines that are not marked on the PPR Request Form will not be available.

- There is a non-refundable fee + 4% Development Services Surcharge* per hour per discipline** for each PPR. See Commercial Review and Permit Fees at <http://www.austintexas.gov/department/fees> for current fee schedule. Payment of the PPR fee is to be made at the time of scheduling the meeting and a copy of the paid receipt provided to confirm the meeting. A date and time may be requested on the PPR Request Form, but the PPR meeting will not be formally scheduled until this fee has been paid. An applicant should confirm with Commercial Plan Review staff to determine available dates and times. Rescheduling a meeting is permitted with no new payment of fees if notice is provided at least 2 Business days in advance of the scheduled PPR meeting date.

*Note that a 4% Development Service Surcharge will be added to the total fee due for each PPR.

**Disciplines charged are Bldg/Design Stds, Electrical, Mechanical and Plumbing. To coordinate PPR meetings requesting a Fire representative please contact Austin Fire Department (AFD), at (512) 974-0261. Arrival 15 minutes prior to the meeting to pay a separate PPR fee to AFD is required. Payment must be made at the Fire Engineering Services Receptionist window located on the 2nd floor, 505 Barton Springs Road, and paid receipts brought to the meeting.

3. The City will return the PPR Request form to the applicant via email with the scheduled date, time and assigned GF Number for the meeting.
4. All PPR Meetings will be held at the City of Austin Offices, One Texas Center, located at 505 Barton Springs Road, Austin, TX 78704.
5. Each PPR meeting is a minimum of sixty (60) minutes and a maximum ninety (90) minutes in duration. If it is anticipated that more time is needed, additional PPR meetings are to be requested by the customer in advance. Where possible, Plan Review staff will schedule these multiple meetings back-to-back or at least on the same day. It is up to the customer to manage the meeting agenda and discussion to meet the time frame allotted. The customer(s) should plan on arriving fifteen (15) minutes prior to the PPR meeting start time to allow time for check in. ***The PPR Meeting will not be extended past the original end time due to the customer arriving late and/or due to the number of disciplines requested.***
6. The customer is required to submit an agenda for the PPR meeting at least two (2) days in advance of the PPR. The proposed agenda is to be submitted via email to the assigned Building Code Plans Examiner and must reference the GF# and Project Name and Address.
7. After the PPR meeting, the customer shall prepare and submit meeting minutes to the City outlining those items discussed during the meeting. The meeting minutes shall be submitted via email to the Building Code Plans Examiner assigned to the meeting. The meeting minutes shall be submitted within 5 working days of the meeting and shall be reviewed by the City as soon as reasonably possible and be returned to the customer as “Approved,” “Approved with Comments,” or “Denied w/Comments.” The meeting minutes are to include a signature and approval/disapproval block for each discipline that attended the meeting so that each discipline can approve or disapprove their portion of the meeting minutes. Meeting minutes shall not be recognized as a record of the items discussed during a PPR unless they are approved in writing by COA Plan Review Division.
8. Formal approval of any part of the project **will not** be granted by COA Plan Review staff during the PPR meeting. Project approval must be obtained by the customer through the plan review process. Plan review documentation shall include complete construction documents, and may include approved PPR meeting minutes, a formal Code Interpretation from COA, an approved Alternate Method of Compliance Request or other written approval from COA. It shall be the responsibility of the customer to develop, coordinate and obtain these written approvals if needed.

We hope that this customer service initiative will help you identify and address preliminary code issues prior to submitting for building permit review to assist your project in meeting your project's schedule. Should you have any questions regarding the Preliminary Plan Review Meeting process, please contact one of the Commercial Building Code Plans Examiners.

Attachment:

- Preliminary Plan Review Request Form – Commercial Plan Review Division



Preliminary Plan Review Request Form

Commercial Plan Review Division

☐ New Construction/Addition

☐ Finish Out/Remodel

Project Name: _____

Project Address: _____

Project Square Footage: _____ Number of Stories: _____

Project Description: _____

PPR Request by (Name): _____

Agent: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____

Signature: _____

Please check the Disciplines you would like present at the meeting (*Note that there is a non-refundable fee (+4%) per hour per Discipline for each PPR meeting. Payment is required at time of meeting request. See Commercial Review and Permit Fees at <http://www.austintexas.gov/departments/fees> for current fee schedule.*):

☐ Building/Design Standards

☐ Mechanical

☐ Electrical

☐ Plumbing

☐ Fire (*contact AFD, 512-974-0261*)

☐ Structural

Requested Meeting Date: _____

Requested Meeting Time and Duration**: _____

Number of Applicant Attendees (*limited to 4; request for more than 4 must be pre-approved*): _____

***Note that an agenda for the PPR is required to be submitted to COA Plan Review at least two (2) days in advance of the PPR. Please email agenda to commercialreview@austintexas.gov.*

For Office Use Only

GF#: _____

Scheduled Meeting Date: _____ Time Slot: _____