



Building & Property Standards Department

Guideline 005

Version 111909

Plan Review Categories

Purpose:

The purpose of this guide is to provide customers with an indication of how typical projects are categorized for plan review and the associated target timeframes for review.

Category 0	Over-the-Counter reviews – Simple repairs or replacements	Target 0-1 Days
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One- & Two-Family - Fences | Right-of-Way Obstructions (Except on Harlem or Austin) | Roofing| Siding, soffit, fascia, gutters & downspouts | Flatwork concrete (except when working in public Right-of-Way) | Window replacement (existing openings) | Drain tile | Electrical service (One-Family only) | Simple Electrical work (not part of larger project) | Simple Plumbing work (not part of larger project) | Replace existing water heater | Simple Mechanical(HVAC) work (not part of larger project) | Install/replace furnace, boiler, A/C units | Alarm systems | Simple masonry repairs | Simple building repairs

Multiple-Family, Mixed Use, or Commercial - Replace existing water heater (same location) | replace existing boiler/furnace (same location) | Replace A/C unit (same location)

Category 1	BPS Department reviews – Simple projects	Target 1-5 Days
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One- & Two-Family - Detached garages (one-story, 24'x24' or smaller) | Storage sheds | One-story decks or porches | Hot tubs | Interior remodel (1-3 rooms, no load-bearing structural changes) | Demolition of accessory structure | Window replacement (add or change opening)

Multiple-Family - Detached garages (one-story, 24'x24' or smaller) | Storage sheds | One-story decks or porches | Hot tubs | Interior remodel within one individual unit (no load-bearing structural changes)

Mixed Use or Commercial - Replace existing water heater (new location) | Replace existing boiler/furnace (new location) | Replace A/C unit (new location) | Minor electrical modifications such as adding or relocating lighting fixtures and/or receptacles | Roofing

Category 2	Multiple Department reviews – Minor structural work, no fire-rated assemblies	Target 6-10 Days
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One- & Two-Family - One-story additions (with or without basement) | Detached garages (one-story [larger than 24'x24'], two-story) | Multi-story decks or porches | Interior remodel (4 or more rooms, no load bearing structural changes) | Demolition of primary structure (does not include rebuilding) | Projects involving combinations of category **0** and/or **1** reviews

Multiple-Family -Two-story decks or porches | Detached garages | Interior remodel in 2 to 4 units with limited common area work | Projects involving combinations of category **0** and/or **1** reviews | Minor structural work

Mixed Use or Commercial - Add new water heater, boiler, furnace, or A/C unit | Tenant remodel within existing fire assembly separations and no major structural modifications | Minor structural work | Signs/Awnings | Projects involving combinations of category **0** and/or **1** reviews

Category 3	Multiple Department reviews – Major structural work, large remodels	Target 11-20 Days
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One- & Two-Family -Two-story and 2nd-story additions | Remodel involving structural modifications | Install elevator or chairlift | Projects involving combinations of category **1** and/or **2** reviews

Multiple-Family - Three-story or greater decks & porches | Interior remodel in 5 or more units and/or major common area work | Elevator repair or replacement in existing shaft | Projects involving combinations of category **1** and/or **2** reviews

Mixed Use or Commercial - Tenant remodel or build-out modifying fire assemblies or load-bearing structural members | Projects involving combinations of category **1** and/or **2** reviews

Category 4	Multiple Department reviews – New primary building, major commercial work	Target 21-30 Days
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One- & Two-Family -New construction (primary structure) | Projects involving combinations of category **2** and/or **3** reviews

Multiple-Family— New construction (primary structure) | Major remodeling | Projects involving combinations of category **2** and/or **3** reviews

Mixed Use or Commercial— New construction (primary structure) | Major remodeling | Projects involving combinations of category **2** and/or **3** reviews

Category 5	Work required due to fire loss or natural disaster, expedited projects	Target 5-7 Days
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