



Plan Review Consultation Form

Commercial Plan Review

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Commercial Plan Review (CPR) offers Plan Review Consultation (PRCs) meetings. Applicants that are currently in review may request a meeting to discuss comments or get clarification on specific comments. They meet with specific reviewer staff. These meetings are intended to assist the applicant and/or design team to identify items that need to be addressed or modified before plans are revised and submitted as an update. No approvals are given and no design changes will be offered by staff. Applicants will still need to submit their final response to each comment.

PRCs are primarily intended for projects that are currently under review and to address any questions related to rejection comments.

Commercial Plan Review Consultations carry a small fee to cover the cost of staff reviewer time. Fees are calculated by 30 minute increments per review discipline attending. There is no minimum but there is a maximum of four (4) 30 min blocks (total of 2 hours). They should be scheduled where any of the following are true:

- a. Comment discussions that are likely to last longer than 20 minutes. Visit [the appointment scheduler](#) to make a free 20-minute appointment with the discipline reviewer on duty for that time period.
- b. Comment discussions that cover one or more discipline review groups

Procedures:

1. Our Department offers appointments that are limited to 20 minutes and may not be with your specific reviewer. All applicants may schedule an initial meeting for no additional cost by requesting a meeting using [the appointment scheduler](#). Please be aware that the session must end promptly at the expiration of that 20-minute window to allow CPR to service the next appointment. PRC's meetings may be scheduled immediately after the expiration of the meeting, if the reviewer's schedule allows. PRC's may be requested separately or in combination with the appointment with pre-approval from the specifically requested reviewer.
2. To schedule a Commercial Plan Review Consultation meeting, submit this form digitally via the [Commercial Intake Request Form](#). The Plan Review Consultation Form shall be filled out completely and signed. Check next to each discipline that is requested to attend the PRC. For Health, IW, or Austin Fire Department, you will need to coordinate with each department separately from this request. Only the Disciplines marked on the Plan Review Consultation Form will attend the meeting. To coordinate PRC meetings requesting a Fire representative please contact Austin Fire Department (AFD), at (512) 974-0261. A separate PRC fee to AFD is required. Payment must be made at the Fire Engineering Services Receptionist. The reviewers will contact you with email with the scheduled date, time and assigned PR Number for the meeting. Rescheduling the PRC is permitted with no new payment of fees if notice is provided at least 2 Business days in advance of the scheduled PRC meeting date.
3. There is a non-refundable fee for the PRC + 4% Development Services Surcharge billed per ½ hour per discipline requested. For current fees, please visit [Development Services Fees](#). Payment for the PRC must be posted prior to the meeting date. Applicants may request a specific date and time on the PRC Request Form.
4. PRC Meetings may be either Virtual or in Person at the PDC building based upon the information on this form.
5. A proposed meeting agenda **MUST** be included with this form; along with any drawings or documents that will be discussed during the PRC. Staff will review that information to assess the minimum amount of meeting time to reach a conclusion.
6. Plan on arriving fifteen (15) minutes prior to the PRC meeting start time to allow time for check in. **PRC Meeting time periods will not be extended and will end promptly at the agreed time.**



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Save this completed form as PRC Request (Case #:) PR 2022-XXXXXX

Plan Review Folder Number: PR 20 ____ -- ____ - ____ - ____

Address of Project (include suite, building # etc.): _____

PRC Requested by: (Name of Applicant): _____

Are you the: Owner Agent Design Professional

Phone Number: _____ Email: _____

Requested Meeting Format: Virtual In Person

Has this had an initial 20 minute appointment? Yes No If Yes, attach summary if available.

NOTICE: PRC'S ARE ONLY AVAILABLE ON MONDAY, TUESDAY, WEDNESDAY OR THURSDAY

Desired Dates or Times preferred by Applicant (CPR will attempt to accommodate if possible).

OPTION 1, Day: _____ Time: _____

OPTION 2, Day: _____ Time: _____

Place your initials next to each of the required items below:

1. ____ COMPLETED REQUEST FORM
2. ____ Meeting agenda (please attach additional pages if necessary):
3. ____ # of ½ hour increments requested: ____ # of Disciplines Requested: _____
4. ____ Plan Drawings, Design documents, or other specific documents:
5. ____ Copy of the Master Comment Report:
6. ____ Any Narrative comments if any are yet anticipated.

REVIEW DISCIPLINE(S) REQUESTED:

Building/Design Standards, Special Inspections Mechanical Electrical Plumbing Structural

Signature: _____ Date: _____

FOR OFFICE USE ONLY		
PR#: 20__ - ____ - ____ - ____ Case Coordinator Name: _____	CPR Discipline TEAM Supervisor: _____	Scheduled Meeting Day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
Review Disciplines _____	Reviewer Name: _____	Time Slot: _____ AM/PM
Meeting Format: <input type="checkbox"/> Virtual <input type="checkbox"/> In Person	Verified Required Agenda is uploaded in Amanda _____	Total Length of Meeting Request: _____ in ½ hours.