

# CITY OF AUSTIN

## COMMERCIAL PLAN REVIEW DIVISION

SUBJECT: PRELIMINARY PLAN REVIEW MEETINGS  
DATE: REVISED 8/12/2010

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 will 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.

### Procedures:

1. In order to schedule a PPR, submit a **PPR Request Form** to one of the following Commercial Building Code Plan Examiners:

Ron Menard	<a href="mailto:ron.menard@ci.austin.tx.us">ron.menard@ci.austin.tx.us</a>	(512)974-2384
Doug Votra	<a href="mailto:doug.votra@ci.austin.tx.us">doug.votra@ci.austin.tx.us</a>	(512)974-2295
Jan Adler	<a href="mailto:jan.adler@ci.austin.tx.us">jan.adler@ci.austin.tx.us</a>	(512)974-6377
John De La Garza	<a href="mailto:john.delagarza@ci.austin.tx.us">john.delagarza@ci.austin.tx.us</a>	(512)974-2393

FAX: 512-974-6372

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, Electrical, Mechanical, Plumbing, Fire and Design Standards. Note that disciplines that are not marked on the PPR Request Form will not be available.

2. The City will return the PPR Request form to the applicant via fax or email with the scheduled date and time assigned for the meeting.
3. All PPR Meetings will be held at the City of Austin Offices, One Texas Center, located at 505 Barton Springs Road, Austin, TX 78701.
4. 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.
5. 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 fax or email to the assigned Building Code Plans Examiner.

6. After the PPR meeting, the customer may wish to prepare and submit to the City meeting minutes outlining those items discussed during the meeting. The meeting minutes shall be submitted via fax or email to Building Code Plans Reviewer assigned to the meeting. The meeting minutes shall be submitted within 5 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 meet 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.

Attachments:

1. PRELIMINARY PLAN REVIEW REQUEST FORM

## PRELIMINARY PLAN REVIEW REQUEST FORM

**New Construction/Addition**

**Finish Out/Remodel**

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT SQUARE FOOTAGE: \_\_\_\_\_ NO. OF STORIES: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

**PPR REQUEST BY (NAME):**

Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Please check the Disciplines you would like present at the meeting.

Building \_\_\_\_\_  Mechanical \_\_\_\_\_  Design Standards \_\_\_\_\_

Electrical \_\_\_\_\_  Plumbing \_\_\_\_\_  Fire \_\_\_\_\_

Requested Meeting Date: \_\_\_\_\_

Requested Meeting Time and Duration\*\*: \_\_\_\_\_

\*\*Available Times: Monday & Wednesday 1:00PM – 3:00PM, Tuesday, Thursday & Friday 8:00AM– 3:00PM\*\*

**FOR OFFICE USE ONLY**

SCHEDULED MEETING DATE: \_\_\_\_\_ TIME SLOT \_\_\_\_\_

**\*\*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 fax the proposed agenda to (512)974-6372 or email it to the assigned Building Code Plans Examiner**