

Permit Express Plan Check Service

INFORMATION BULLETIN

700

September 2025

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This information Bulletin describes the Express Plan Check service, an optional review service that provides review times 40% - 50% faster than standard processing times. Current review times can be found [here](#).

Express Plan Check Service

Express Plan Check is an optional service available for the application types noted below. It provides review turnaround times that are 40% to 50% faster than standard review times. To access this service, applicants must request an Express Plan Check at the time of the initial application submission and pay the associated fees.

Express Plan Check is an optional service that applies to DSD review disciplines, including Addressing, Combined Review, Electrical, Engineering Building, Hazardous Materials, Fire Alarm, Suppression, Smoke Control, Geology, Landscaping, Mechanical, Noise, Planning, and Structural Review. The Express Service begins once a project has been set up, the initial invoice paid, and the application distributed for review.

Eligibility

 **Important!** Projects eligible for Rapid Review service will not be processed via the Express service. Combination Building Permits are not eligible for this service.

Project types eligible for the optional Express Plan Check service include:

- A. All [Building Permits](#), except for single-family/duplex/ADU projects and Combination Building Permits.
- B. All [Fire Permits](#)
- C. [Electrical Permits](#)
Limited to Solar Photovoltaic Systems except single-family homes and duplex projects. See [Information Bulletin 301](#), "How to Obtain a Permit for the Installation of Solar Photovoltaic (PV) Systems."
- D. [Plumbing Permits](#)
Limited to Private Water/Sewer. See [Information Bulletin 182](#) "How to Obtain a Permit for Private Utilities."
- E. [Grading Permits](#)
- F. [Right-of-Way Permits](#)
- G. [Residential Projects Pursuant to Executive Order 2023-1](#).
- H. [Construction Changes](#), if the approved parent project was reviewed through Express Plan Check.

Cost of the Program

This optional service is available upon payment of an administrative fee of \$740.28 plus 1.5 times the regular plan check fee (or 1.5 times the hourly rate, when applicable). The Express Plan Check service includes up to three review cycles (initial review plus two rechecks) and future deferred structural submittals, provided the applicant requests express at the time of submittal. Any additional reviews will be charged hourly, including an Express Plan Check surcharge. The administrative fee is non-refundable, and the plan check and surcharge fees are non-refundable after any review has been performed.

References

- [Information Bulletin 188 PDF](#): "Deferred Submittals"
- [Information Bulletin 501](#): "Fee Schedule for Construction Permits-Structures"
- [Project Submittal Manual](#)
- [Design Guidelines](#)



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