



Facilities Financing's review of Over-The-Counter Permits – 4/25/17

1. It is highly recommended that plans be delivered to Facilities Financing before all other discipline reviews are completed. If the other discipline reviews are completed, but the plans require corrections for Facilities Financing's complete review, corrected plans will require new stamp transfers from those other disciplines.
2. Facilities Financing is able to provide reviews of Over-The-Counter permits after the plans are delivered by the customer. The review will be performed after the plans are delivered to Facilities Financing at 1010 Second Avenue, 6th Floor of the East Tower. Please allow 2 business days for review.
3. Verify with DSD's Submittal staff that a Project Number (PTS number) has been assigned to the project with an Appointment Review Cycle opened for Facilities Financing.
4. Refer to the [Building Permit Review for Facilities Financing](#) to ensure that the building plans have Facilities Financing's required project information.
5. Contact the appropriate [Facilities Financing Project Manager](#) to inform them that you will drop off the plans for review, and whether or not you would like the plans returned.
6. If the building plans do not have the required project information, then Facilities Financing cannot successfully complete the review. The building plans will require corrections and a subsequent review. If needed, the subsequent review will be performed after supplementary delivery of the corrected plans to Facilities Financing at 1010 Second Avenue, 6th Floor of the East Tower.
7. Once Facilities Financing has the required information on the building plans, the plans will be signed/dated. The impact fees for the project will be assessed and appear on the building permit invoice. The impact fees are due at building permit issuance.
8. Facilities Financing is able to stamp the plans and sign-off the project only after successful review and verification of approval by Structural and Zoning/Planning.