



## Facilities Financing's review of Over-The-Counter Permits – 3/1/18

1. Facilities Financing is now able to provide while-you-wait reviews of Over-the-Counter (OTC) permits at Booth 1 on the 4<sup>th</sup> floor of the Development Services Department at 1222 1<sup>st</sup> Ave.
2. Before bringing building plans to Facilities Financing, please verify with the Development Services Department's submittal staff that a Project Number (PTS number) has been assigned to the project with an Appointment Review Cycle opened for Facilities Financing.
3. Refer to the [Building Permit Review for Facilities Financing](#) (hyperlink) to ensure that the building plans have Facilities Financing's required project information. Facilities Financing can only sign off on plans that have been stamped by the Structural and Zoning/Planning disciplines. Therefore, it is recommended that Facilities Financing be the final review after all other discipline reviews are completed. However, if the building plans do not have the required project information, Facilities Financing cannot successfully complete the review, and required changes will result in the need for corrected plans which will require stamp transfers from the other disciplines.
4. Once Facilities Financing has the required information on the building plans, as well as verification of approval by Structural and Zoning/Planning, the plans will be stamped and the project signed off in the Project Tracking System (PTS). The impact fees will be assessed and appear on the building permit invoice. **Impact fees are due at building permit issuance.**