



**Administrative Policy**  
**FT-COMMERCIAL BUILDING PERMITS**  
**Community Development – A409a**

Effective Date:

June 2010

Revised Date:

## Fast Track

# Commercial Building Permits

### **Summary**

The Town of Payson Community Development Department, Building Division, is responsible for plan review for construction projects within the Town of Payson within established guidelines. Currently, first comments for commercial reviews are due within 20 working days of a complete submittal. This policy reduces the plan review timeframe for commercial and certain multi-family projects based on the criteria set forth below.

Over-the-counter building permits are currently issued for electrical, mechanical, plumbing, trees and some signs and banners.

### **Definitions**

Commercial – Any project except single family residential or multi-family projects less than 3 units.

Commercial Multi-Family – Any residential project greater than 2 units located on the same property.

### **Process**

See attached flowchart.

The current 20 day review to first comments could be reduced according to the Tier Schedule listed below. When either a commercial or a commercial multi-family project is proposed, the applicant will be directed to Development Services; a program offered to anyone considering a building project in the Town of Payson. At this time, the Building Official will review the scope of the project and determine which tier applies to the project. The Tier Schedule will apply to in-house reviews.

If the plan review or any portion of the plan review is unable to be reviewed in-house, the building official will advise the applicant of the option to have it reviewed by an approved outsource plan review agency. Any outsourced plan review may not be completed within the appropriate Tier Schedule timeframe.



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The applicant will, at the same time, submit the full project for review to the building department.

**Fast Track Tier Schedule**

**Tier 1**

Less than 5,000 sq. ft.

5-7 working day 1st review - 4 day backcheck

**Tier 2**

5,000 sq. ft. to 15,000 sq. ft.

7-12 working day 1st review - 5 day backcheck

**Tier 3**

15,000 sq. ft. to 25,000 sq. ft.

10-16 working day 1st review - 8 day backcheck

**Tier 4**

25,000 sq. ft and larger.

Minimum 20 working day 1st review - Minimum  
10 day backcheck

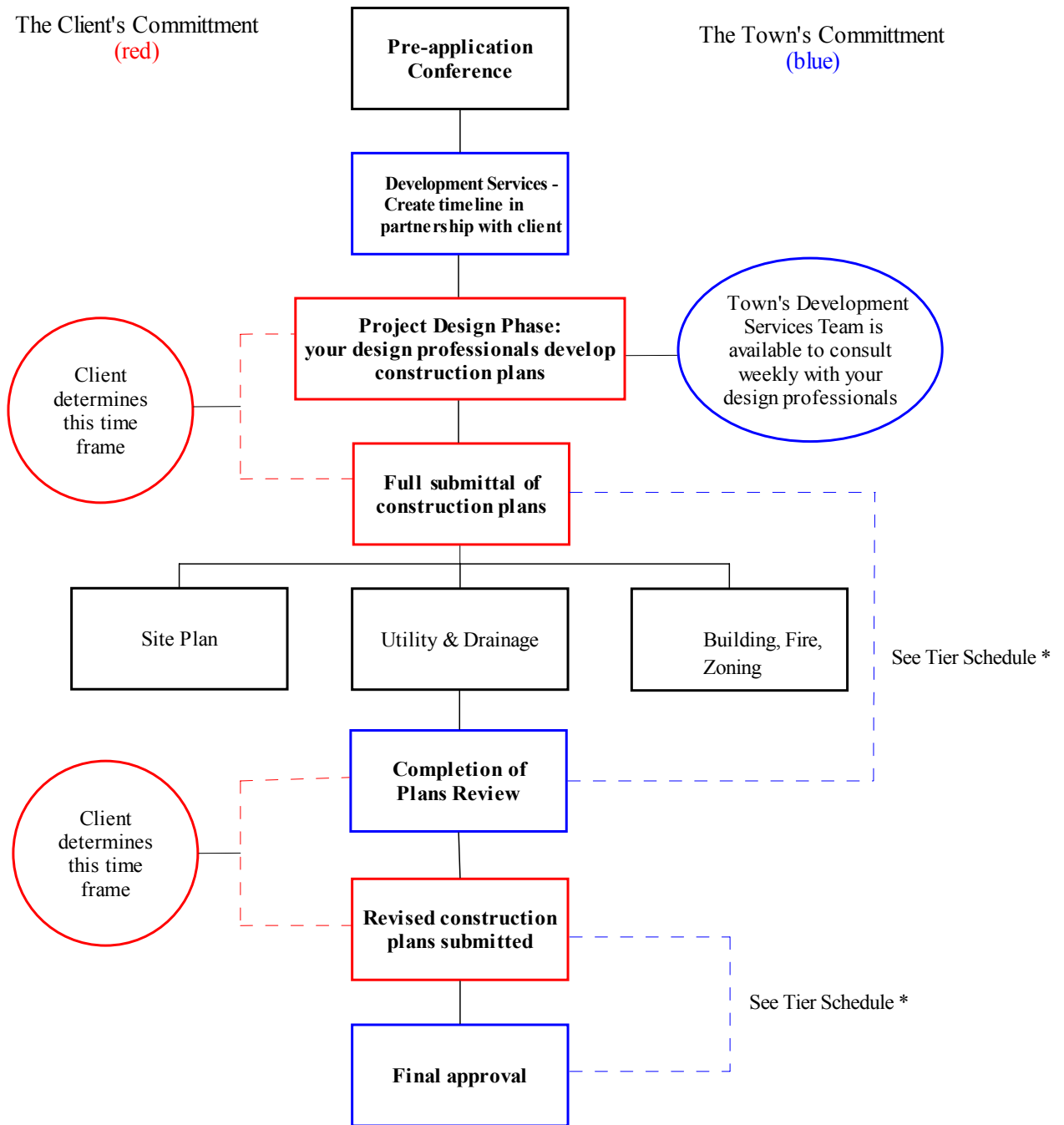
All timeframes would begin the day after plan submittal.

# Town of Payson

## FAST TRACK PERMITTING PROCESS

The Client's Commitment  
(red)

The Town's Commitment  
(blue)



\* Outsourced plan reviews may not be completed within 10 working days.