



## Application for Partial Plan Review

PRINT IN INK or TYPE your responses.

PROJECT TITLE			STATE PROJECT NO.
PROJECT DESCRIPTION			
LOCATION (municipality)			
APPLICANT (Project architect)			PHONE
FIRM REPRESENTING			
ADDRESS			FAX
CITY	STATE	ZIP CODE	E-MAIL

### Request (Explain in attached narrative)

- Specific scope of work requested for partial review:  
 How many separate parts of the project are you planning on submitting for review? What are they? When are each anticipated to be submitted to review? When is construction anticipated for each?
- Reason:  Critical timing issue for owner  Critical timing issue for contractor

### Additional Requirements

- Attend a Preliminary Review Meeting with our Plan Review Staff. Incorporate any identified code compliance features into the final plans.
- Submit a completed application including payment of entire plan review fee and submittal of appropriate construction documents and materials for review.

*NOTE: The division does not normally perform partial review of construction plans or review separate "bid-packs" such as foundations. This practice produces more work for the plan reviewers and, therefore, slows down the process for other projects awaiting review. However, we realize that there are cases where this additional time and effort can be justified. Therefore, this application may be completed by the project architect who believes their project warrants a partial review based on the merits of their narrative. Our consideration will include the time of year, our workload, the size of the project, and our appraisal of the timing issue outlined in the narrative. This application should be sent directly to the Plan Review Supervisor after or with the Initial Application for Plan Review but prior to sending in any other application materials. In a few days you will be notified either by phone or e-mail as to whether or not your request is approved.*

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

### FOR OFFICE USE ONLY

Approved:  Yes  No

Date: