



**To:** Permit Applicant  
**From:** Merry Westerlin, Building  
**Subject:** Official Expedited Plan Review

The generally accepted purpose of expedited plan review is to complete the plan review process in a lesser amount of time than it would normally take to perform the task, a service often requested by the public for their projects.

The term "expedited plan review" has a variety of meanings. It depends on whom you ask and under what circumstances the question is asked. For that reason, I am compelled to define the term as how it is applied in the Building Division.

It is our policy to review plans in the order in which they are received. In some cases, we may review very small plans in a convenient time period between larger projects.

It is our desire to provide accelerated service for those who choose to pay the additional fees, however, not at the expense of others who may have submitted their plans prior to the request. To achieve that goal, I believe it is important to understand the conditions that apply to expedited plan reviews.

- ◆ Under no circumstances are the accelerated plan reviews to take the time allotted for plans previously submitted.
- ◆ The service can only be provided if personnel are available and willing to work outside of normal working hours.
- ◆ The cost of providing this service will be **in addition to** the normal fees charged for plan review. Overtime charges for services provided by City staff will be assessed at the actual cost of providing the service. The overtime charges for outside consultants will be the fees charged to the City plus 15% for administrative costs.

If you choose to participate in this service, please submit a letter on your company letterhead addressed to the Building Official requesting this service. The letter must substantially acknowledge the above conditions. For your convenience, a draft letter is attached.

# Your Company Letterhead

[DATE]

Merry Westerlin, Building Official  
City of Montclair  
5111 Benito Street  
Montclair, CA

RE: Request for expedited plan review at  
[NAME AND ADDRESS OF PROJECT]

Dear Mr. Westerlin,

It is our desire to request expedited plan review services for the above-referenced project. We fully understand the following criteria will be used in providing that service.

- Under no circumstances are the accelerated plan reviews to take the time allotted for plans previously submitted.
- The service can only be provided if personnel are available and willing to work outside of normal working hours.
- The cost of providing this service will be **in addition** to the normal fees charged for plan review. Overtime charges for services provided by City staff will be assessed at the actual cost of providing the service. The overtime charges for outside consultants will be the fees charged to the City, plus 15% for administrative costs.

This letter is to certify that I have the authority to authorize the payment of the expedited plans review fees.

Respectfully submitted,

*[Signature]*

*[Title]*