



**BUILDING AND FIRE SAFETY SERVICES
CLIENT ASSISTANCE MEMO**

CONCURRENT/DELAYED REVIEW AGREEMENT

Permit Number:		Date:	
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Background:

The City of Gig Harbor regulates development through adopted building and construction codes and also land use and zoning regulations. Development projects often require both building permits and land use permits (e.g. site plan review, design review, variances, conditional use permits). Individuals submitting building permit applications for projects requiring one or more land use permits may choose to have building permits processed concurrently while other required land use permits are being processed. The advantage of concurrent review is that the building permit is often ready for issuance as soon as the land use permits have been processed, provided the submitted plans fully conform to both building and land use regulations. However, applicants requesting concurrent review run the risk of having to submit revised building plans – and therefore paying additional plan check, and possibly design professional fees – if their originally submitted plans do not comply with all development regulations. A delayed review provides the opportunity to submit revised building plans before all plan-checking fees have been expended on any non-compliant plans. Applicants may choose either concurrent review or delayed review upon execution of this agreement and compliance with the requirements referenced below:

Concurrent/Delayed Review Requirements:

Concurrent/delayed review will be provided at the applicants’ request upon completion of the following:

1. A completed Statement of Agreement* below, bearing the applicants signature must be submitted with a complete building permit application to the Community Development Department.
2. For delayed review, complete applications for all applicable land use approvals must be submitted to the Community Development Department prior to requesting delayed review under this option.

**If a signed Statement of Agreement has not been submitted with a building permit application, plan check may begin any time after submittal of a complete building permit application.*

Statement of Agreement:

I, the undersigned applicant for a building permit in the City of Gig Harbor, have read and understand my options for concurrent/delayed review of my building permit submittals. I wish to request that my building permit plan review be: (choose 1)

- Conducted concurrently with the review(s) required for compliance with other sections of the GHMC.
- Be delayed until all other reviews have been completed.

I understand that concurrent review **may** result in additional design, engineering and plan review fees required due to changes in the building design or submittal documents. I further understand that if I choose to delay my building plan review until after resolution of any land use issues, the issuance of my building permit may be delayed.

Applicant Name (Print)	Applicant Signature	Date
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