



## Express Residential Plan Review Program

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Building Official

Effective: May 1, 2023

### Purpose

This establishes the policy and procedure for the Express Residential Plan Review Program. The goal of the program is to expedite the review of plans for specific residential projects.

### Program Criteria

- Open [decks](#) without a roof
- Installation of a [hot tub](#) (NOT on a deck or on a deck that was previously approved for a hot tub)
- Above ground [pools](#)
- Finishing a [basement](#) without any structural changes
- [Retaining walls](#) per county typical
- Reroofing where more than 256sqft of decking is replaced.
- Pergolas and/or trellis

### Plan Submission Process/Requirements

- All projects must be submitted via the [ePortal](#). For homeowner projects, homeowners may apply in person at the counter however, it is highly encouraged to apply through the ePortal.
- Any project linked to a Post Damage Report (PDR) case may be submitted at the counter by a homeowner, contractor, and/or authorized agent.
- If a zoning approval is required, a copy must be provided at the time of permit application.
- Processing may take up to 3 business days.
- Additional information may be requested by the plan reviewer. A comment letter will be sent out via email by the reviewer with any questions. Please review the comment letter and notify the reviewer when the appropriate items have been submitted.

All handouts and forms can be found at [pwcva.gov/BDD](http://pwcva.gov/BDD)