



STORM PLAN REVIEW WALK-IN SERVICE GUIDELINES

Effective December 2, 2019



Office of the City Engineer
Engineering Services

STORM PLAN REVIEW WALK-IN GUIDELINES

WHAT IS A WALK-IN?

- A walk-in is a process available to customers (homeowners / design professionals) whose scope of work meets the established criteria below to have their Building Code Enforcement plans reviewed by a Storm Drainage plan reviewer on a walk-in basis.
- Only permits and fees issued by the storm drainage group will be assessed during the walk-in. All other permits and fees will be issued by Building Code Enforcement.

TIME OF SERVICE

- Mondays from 8:00 AM to 3:00 PM.

PROCEDURE

1. Customer must complete **Storm Plan Review Walk-In Service Checklist** prior to service.
2. Customer must pull a ticket for “BCE Storm Project (City Eng)” in 1st floor kiosk.
3. Customer will wait to be called in waiting area(s) in 1st floor.
4. Customer will give **Storm Plan Review Walk-In Service Checklist** to plan reviewer. Plan reviewer will verify if project qualifies for walk-in service.
5. If qualified for walk-in service, plans will be reviewed. If otherwise, plans will not be reviewed.
6. Only one (1) plan will be reviewed per customer/ticket.

QUALIFICATIONS FOR WALK-IN SERVICE

- Plans meet criteria in **Storm Plan Review Walk-In Service Checklist**.
- No phone calls can be made by customer during walk-in service.
- Plans must be available for review at the time of service:

Paper-based plans	<ul style="list-style-type: none"> • Two copies of the plans must be with the applicant. • Plans must be out of the system and with customer for service. • The customer is responsible to resubmit into the system for final approval.
Electronic Plan Review (EPR) plans	<ul style="list-style-type: none"> • Plans must be resubmitted into the system in ProjectDox. • Plan reviewer will not upload any documents into ProjectDox. • Only documents uploaded will be reviewed.

- The project must include one of the following proposed developments:

Single Family Residential	<ul style="list-style-type: none"> • Includes new construction, additions, and swimming pools.
Multi-Family Residential Development	<ul style="list-style-type: none"> • Includes new construction, additions, and swimming pools. • Up to 10 lots only.
Fill & Grade Only Permit	<ul style="list-style-type: none"> • Residential or Commercial. • Limited to only <u>two</u> rejection comments from latest review cycle.
Fence / Masonry Wall Only Projects	<ul style="list-style-type: none"> • Residential or Commercial. • Limited to only <u>two</u> rejection comments from latest review cycle.
Revision to Approved Plans	<ul style="list-style-type: none"> • Residential or Commercial. • Classified as a Plan Revision (RV or 33V) in the system. • Limited to only <u>two</u> rejection comments from latest review cycle.

Storm Plan Review Walk-In Service Checklist

Plans must be submitted with this checklist to be considered as complete, thus providing the best opportunity for approval and to qualify for walk-in service. All items below must be addressed and/or completed prior to walk-in service to qualify. Please refer to *STORM PLAN REVIEW WALK-IN GUIDELINES* for walk-in service instructions.

ILMS PROJECT NUMBER: _____ Q-FLOW TICKET #: _____

STORMWATER INFORMATION FORM LOG NUMBER: _____ REVIEW CYCLE #: _____

- TYPE OF DEVELOPMENT:**
- Single Family Residential
 - Multi-Family Residential (Under 10 lots)
 - Fill & Grade Only Permit (less than 2 rejection comments)
 - Fence / Masonry Wall Only Project (less than 2 rejection comments)
 - Revision to Approved Plans (less than 2 rejection comments)

Item Description	
<input type="checkbox"/>	Project has ILMS project number assigned for a building permit by Building Code Enforcement . <i>Projects submitted for right-of-way review to Office of the City Engineer will not be allowed.</i>
<input type="checkbox"/>	Response Sheet: A response sheet is provided with the plans, <i>if the engineer of record is not present</i> at walk-in service. Response sheet should address each comment and reference the sheet number or location in which the corrections may be found. <i>Please note that phone calls will not be allowed during walk-in service.</i>
<input type="checkbox"/>	Plans have completed at least one full review cycle and have been processed out of the system as 'rejected' with rejection comments by the Storm Drainage (360) group.
<input type="checkbox"/>	Plans are available for review at the time of service per <i>Qualifications for Walk-in Service</i> in Storm Plan Review Walk-In Guidelines.
<input type="checkbox"/>	If appointment was required per project comments, appointment information is provided in response sheet.
<input type="checkbox"/>	Project meets proposed development criteria per <i>Qualifications for Walk-in Service</i> in Storm Plan Review Walk-In Guidelines, including number of comment restrictions.
<input type="checkbox"/>	There are no pending approvals from required outside departments/agencies (i.e. Floodplain Management Office, TxDOT, HCFCD, Clear Lake Water Authority, Stormwater Quality Group, etc.)
<input type="checkbox"/>	Stormwater Information Form has been assigned a Stormwater Information Form Log Number prior to walk-in service. <i>If there are any updates/revisions, a loose copy and pertinent documentation is provided.</i>
<input type="checkbox"/>	There are no detention and/or restrictor calculation rejection comments from latest review cycle in ILMS.