



Plan Review File setup & discovery Input Fee (\$350.00 Non-refundable)

Includes the following:

- Start file in Compliance Software or Spreadsheet.
- Verify building orientation is correct on plans with mapping application.
- Verify site weather data & climate zone based on address on client plans.
- Check and verify architectural title sheet for occupancy type & calculations.
- Generate prescriptive envelope criteria and map location specific to climate zone, forward to client for coordination.
- Web map search for existing site conditions.
- Verify all mechanical equipment requirements are included on the client drawings & documents.
- Create a detailed list of any missing info on plans & forward to client.
- Verify if any local municipal codes exist that are more stringent than the state codes and communicate findings that may affect the project to the client.



Plan review Fees: (\$ amount Varies based on hours, # of spaces / systems & zones)

Includes the following:

“Abbreviated list:



Review Individual Mechanical HVAC equipment:

- List applicable individual code sections for each specific HVAC equipment & review plans for adherence to each section by reference notes and/or physical details.



Review Mechanical Ducting and Piping Layout Plan:

- List applicable code sections for each piping route & review plans to ensure adherence by reference notes and/or physical details.



Review Current Codes Referenced on Plan Notes and Title Sheets:

- Review plans for specific code related notes and applicability as well as adherence to current up to date codes for specific jurisdiction as referenced or noted on plans.



Generate a List of Recommended Code Sections & Notes:

- Generate a list of the missing info or notes, drawing corrections and recommendations for each plan sheet. Justifications for comments will be provided as needed.



Follow up Discussion with Client:

- A Follow up phone call or zoom meeting with client will be available when needed for clarification of recommendations and corrections list.

The above represents an abbreviated overview list of step-by-step tasks that would apply to each project and while there will be some variations in the scope of work, the file setup process and the file information input process is standard.

It is important that all the applicable code information is included on the clients plans, is either listed in schedules, notes, or details, as this will facilitate a timely City plan review process.

My hope is that the above high-level list provides a clear understanding as to the fee schedule and what is included in the plan review service.

Sincerely,
Mechanical + Energy
Commercial Code Compliance

Pete N. Kalambakas, CEA