



Inspections

Enhanced Plan Review

Enhanced Review is a service that allows for faster review of most commercial and some residential, construction plans. Enhanced Review is also available for individual trade applications (fire, electrical, mechanical, and plumbing). Enhanced Review is a face to face meeting in our office whereby the owner's design/construction team and our Enhanced Review staff meet to review the construction drawings and work collectively to make the drawings code compliant. This is an optional plan review service that helps construction projects needing to meet financial deadlines and other timetables.

- To inquire about Enhanced Review, contact the Enhanced Review Scheduling Coordinator Scott McCorkle at (984) 227-0782 or scott.mccorkle@durhamnc.gov.

Enhanced Review Meetings

- An Enhanced Review meeting can be scheduled no earlier than 7 business days following the application log-in date.
- The scheduling fee for an Enhanced Review meeting is \$600. This payment is required before the meeting will be officially scheduled.
- Meetings will be scheduled for Tuesdays, Wednesdays, and Thursdays, in one hour increments.
- Morning meetings will begin at 8:30, 9:30, and 10:30 a.m.
- Afternoon meetings will begin at 1, 2, and 3 p.m.

** A meeting can run into a second hour, provided there is no meeting scheduled for that time. In this case, the customer will pay \$150 per 15-minute block for the second hour. This \$150 is assessed once the meeting enters the next 15-minute block.

** There is some flexibility with scheduling. We can schedule meetings for Fridays – when needed, if meeting space is available.

Applying for an Enhanced Review Building Permit

There are two options for Enhanced Review:

** As of November 22, 2019, both options are now available for both commercial and residential Building Permits.

First Option

- Apply for an enhanced review permit with the initial application submittal.
 - Submit the application package through the Dplans portal on the Inspections Department website. <https://durhamnc.gov/467/Dplans>
 - On the Dplans Document Upload Form Screen, enter "Enhanced Review Request" in the Description section, when uploading the Building Permit Application. This will ensure that this application comes directly to the Enhanced Review Scheduling Coordinator.



- Once we have verified that everything required for log-in is present, we will e-mail the applicant an application number, a link for paying the Enhanced Review Scheduling Fee, and a tentative date for the Enhanced Review Meeting.
- Once the applicant has paid the \$600 scheduling fee, we will complete the application log-in and officially schedule the Enhanced Review meeting.
- Our goal is to complete the first round of Inspections Department reviews within two business days of the log-in date.
** Keep in mind that the Enhanced Review only includes the Building, Electrical, City Fire, Mechanical, and Plumbing reviews.
- The applicant will be able to respond as review notes are posted.

Second Option

- Apply for an Enhanced Review permit after the first round of reviews.
 - Once an application has completed the first round of reviews, the applicant may request to move that application from regular review to Enhanced Review.
 - The applicant will contact the Enhanced Review Scheduling Coordinator with the Enhanced Review request.
 - Once we have verified that we can accept the Enhanced Review Request, we will e-mail the applicant a link for paying the Enhanced Review Scheduling Fee and a tentative date for the Enhanced Review Meeting.
 - Once the applicant has paid the \$600 scheduling fee, we will officially schedule the Enhanced Review Meeting.

Cancellation & Rescheduling an Enhanced Review Meeting

- Cancellation requests must be e-mailed to the Enhanced Review Scheduling Coordinator no less than two business days prior to your scheduled Enhanced Review Meeting date.
- If a cancellation request is received on time, the Enhanced Review Scheduling Fee will be applied to the rescheduled Enhanced Review Meeting – for the same permit number.
- If a cancellation request is not received on time, the Enhanced Review Scheduling Fee will neither be refunded nor applied to the rescheduled Enhanced Review Meeting.

Floodplain

If the proposed job address is in the Floodplain, you will need to submit a Floodplain Determination Form to the Durham Planning Department (dscfloodplain@durhamnc.gov). You will need floodplain approval before we can issue this permit.

- For a Building Permit requiring floodplain approval, you have two options:
 - You may submit and proceed with the Enhanced Review, acknowledging that additional fees may be applied if you have to resubmit plans due to a floodplain review failure.
 - You may wait to submit for Enhanced Review until after you have secured floodplain approval.

Site Plan

If the proposed project requires a Site Plan, a Site Plan Amendment, a recombination or subdivision plat that has not been recorded, or a Certificate of Appropriateness from the Planning Department, you will need Planning Department approval for those submittals before we can issue this permit.

<https://durhamnc.gov/338/City-County-Planning>

- For a Building Permit requiring Planning Department approval, you have two options:
 - You may submit and proceed with the Enhanced Review, acknowledging that additional fees may be applied if you have to resubmit plans due to a Planning review failure.
 - You may wait to submit for Enhanced Review until after you have secured Planning Department approval.

Health Department:

- If the project involves a restaurant or any food preparation facilities, you must make a separate application for approval with the Durham County Health Department.

<https://www.dcopublichealth.org/services/environmental-health/contact-environmental-health-3653>

Who Attends the Enhanced Review Meeting?

- The purpose of the Enhanced Review Meeting is to complete any outstanding Inspections Department reviews. (Building – Electrical – City Fire - Mechanical – Plumbing)
- The Enhanced Review Plans Examiners reviewing the outstanding disciplines must attend the Enhanced Review Meeting.
- The project coordinator/project contact person and all members of the design team whose professional seal is on the plans being reviewed (architect, engineer, sprinkler designer) must attend the meeting.
 - ** Members of the design team should bring their computers in order to alter and seal plans during the Enhanced Review Meeting.
 - ** If all parties are not in attendance, the Inspections Department may not be able to proceed with the Enhanced Review Meeting, and the Enhanced Review Scheduling Fee may be forfeited.

Tips for Successful Navigation of the Enhanced Review Process:

- Secure all prerequisite approvals prior to submitting for an Enhanced Review Permit.
- List the complete job address (physical address, building number, suite number, etc.) on the Building Permit Application, the Appendix B and plans, and all other permit related documents.
- Ensure the project description on the Building Permit Application matches the project description on the Appendix B.
- Respond to review notes as quickly as possible.
- Re-review fees may apply and must be paid before the next review can occur.

Permit Issuance

Enhanced Review permits are usually issued and available for pick-up within one business day of the permit fee being paid.

- When all of the reviews are completed, we will send the listed general contractor an e-mail prompting payment of the permit fee.
- Once the fee is paid and posted, we will process the permit package and e-mail it to the general contractor.

Corona Virus Update

We have suspended in-person Enhanced Review Meetings until the Corona Virus protocols are finished. We will be proceeding with Enhanced Reviews via e-mail and telephone. Under normal circumstances, we would schedule the Enhanced Review Meeting for approximately seven business days from the log-in date. Our goal is still to complete the Inspections Department reviews within that seven business day time frame.

Once the scheduling fee is paid, we will complete the first round of Inspections Department reviews within two business days. You will want to respond to review notes as they become available. Review notes can be seen – in real time – on the LDO section of our website. <https://ldo4.durhamnc.gov/DurhamWeb/>

Keep in mind that many City Departments are working from home. This may delay some non-Inspections Department reviews.

Fees Update

Beginning in May 2021, additional fees will be included with the \$600 Enhanced Review Scheduling Fee, when applicable. These fees would be for City/County Departments outside of the Inspections Department, such as the Planning and Public Works Departments. The inclusion of these fees is for the convenience of the customer, but in no way is meant to indicate that these departments are now included as part of the Enhanced Review process.

Enhanced Review only includes the Building, Electrical, City Fire, Mechanical, and Plumbing reviews.