



**REQUEST FOR PLAN REVIEW
PRIOR TO PLANNING ENTITLEMENT(S) APPROVAL
(Hold Harmless Letter for At-Risk Building Permit Application)**

Applicants requesting an at-risk building permit review must submit this request form to the Building and Safety Division **with** the at-risk building permit/plan check application. Once submitted, the requested will be routed for review. Please contact the Building and Safety Division at (714) 6741-4406 for any questions.

SUBJECT: AT-RISK SUBMITTAL REQUEST FOR THE PROPOSED CONSTRUCTION AT
Insert project address and Planning Division case number

Insert applicant/property owner name hereby requests permission to submit a building permit application and construction documents for the above-referenced project prior to final approval by the Planning Division/Planning Commission/City Council. By submitting this request, **I formally acknowledge, understand, and accept the following:**

1. The requested plan check review will be conducted at my own risk and that plan check fees will not be refunded if the required Planning entitlement approval(s) for this project is not granted.
2. There is a high possibility that the action ultimately taken on the Planning entitlement(s) may result in the need for the plan check drawings to be modified and therefore the need for duplicative plan check review efforts and additional plan check fees.
3. The City will prioritize the review of the Planning entitlement plans over the requested at-risk building permit plan check review.
4. Construction documents will be re-routed for review to all applicable departments/divisions after approval of the required Planning entitlement(s) is finalized, even when no comments are outstanding on the plan review process.
5. Due to above described uncertainty, I may potentially incur extra cost and effort associated with the requested plan check review plan. I am also aware that this may cause additional delays in processing the plan check review.
6. Construction documents will not be approved nor building permits issued prior to approval of the required Planning entitlement(s).

If you have any questions, please contact: **Insert contact person's name, phone number & email**

Sincerely,

Insert signature

Signature

Insert date signed

Date

Insert applicant/property owner name

Printed Name



**REQUEST FOR PLAN REVIEW
PRIOR TO PLANNING ENTITLEMENT(S) APPROVAL
(Hold Harmless Letter for At-Risk Building Permit Application)**

Applicants requesting an at-risk building permit review must submit this request form to the Building and Safety Division **with** the at-risk building permit/plan check application. Once submitted, the requested will be routed for review. Please contact the Building and Safety Division at (714) 671-4406 for any questions.

SUBJECT: AT-RISK SUBMITTAL REQUEST FOR THE PROPOSED CONSTRUCTION AT

_____ hereby requests permission to submit a building permit application and construction documents for the above-referenced project prior to final approval by the Planning Division/Planning Commission/City Council. By submitting this request, **I formally acknowledge, understand, and accept the following:**

1. The requested plan check review will be conducted at my own risk and that plan check fees will not be refunded if the required Planning entitlement approval(s) for this project is not granted.
2. There is a high possibility that the action ultimately taken on the Planning entitlement(s) may result in the need for the plan check drawings to be modified and therefore the need for duplicative plan check review efforts.
3. The City will prioritize the review of the Planning entitlement plans over the requested at-risk building permit plan check review and additional plan check fees.
4. Construction documents will be re-routed for review to all applicable departments/divisions after approval of the required Planning entitlement(s) is finalized, even when no comments are outstanding on the plan review process.
5. Due to above described uncertainty, I may potentially incur extra cost and effort associated with the requested plan check review plan. I am also aware that this may cause additional delays in processing the plan check review.
6. Construction documents will not be approved nor building permits issued prior to approval of the required Planning entitlement(s).

If you have any questions, please contact _____

Sincerely,

Signature

Date

Printed Name