



Intake Waiver for Development Services Center

I am choosing to bypass preliminary Planning and/or Life Safety completeness check reviews prior to submittal of my building permit application, documents, and payment of Plan Review Fees. By signing below, I indicate that I understand and agree to the following:

1. The Bureau of Development Services (BDS) has not reviewed the documents for completeness.
2. BDS has not reviewed the proposed development for feasibility, constructability, or general compliance with any Codes.
3. BDS has not reviewed the proposed use of structure to determine if it is permissible on the property in question or requires a separate land use review.
4. Incomplete building permit applications are subject to the fee rates in effect at the same time the permit application documents are deemed complete by BDS staff. Incomplete building permit applications submitted prior to scheduled fee increases will be charged the unpaid additional fee amounts at the time of permit issuance.
5. BDS will not refund plan review fees paid on building permit applications that have opted to bypass preliminary Planning and/or Life Safety completeness check reviews.
6. In the event the documents are incomplete, a checklist will be sent by the individual reviewers listing the missing information. The submittal will be returned to "Application" status, and no reviews will begin. Plans that are not picked up within 2 weeks of notification will be recycled. Revised plans must be resubmitted in the Permit Center through the standard intake process, and will not be able to utilize this Intake Waiver.

Signed: _____

Print Name: _____

Permit Number: _____