- ***Applicable area calculations (gross, net) and identification of project area (key plan)***
- ***Scope of work and legal description of project premises (lot, block)***
- ***Obtaining building owner approval in the case of tenant fit-out projects***
- ***Required reviews (planning board, building department, fire department, preservation commission)***
- ***Time needed to process applications***
- ***Cost of making the application (usually 1 percent of the cost of the work)***
- ***Streamlining options that may be available (self certification, self inspections)***
- ***Required information on the plans (occupancy group, construction type, applicant data, construction cost, egress and fire resistance data, critical dimensions)***
- ***Required information on forms (owner, applicant, contractor, insurance requirements, notarization)***

In some ways, the time just before the application is submitted is as significant as the application process itself, because what happens in this period will do much to determine how quickly and smoothly the applications procedure will be. In general, if designers can arrange to have the local building official conduct a preliminary review of the application before it is formally submitted, the project is likely to be reviewed and approved more quickly. During this preapplication time, the jurisdiction can be petitioned as necessary to reconsider or grant exceptions to the codes. A planning or zoning review may be needed if the proposed "use" of the facility is changing. Designers should keep in mind that these types of reviews add time to the process, from as little as a few weeks to as much as a few months. Moreover, the time available just before the application is made is critical to making sure that the team carefully checks the completeness and accuracy of plan review submissions for approval prior to permit. Even a minor typographical error can lead to unnecessary delays.

Although it is generally helpful to take advantage of streamlining options that may be available to expedite plan approval and inspections, designers need to evaluate the consequences of these options. Consider the pros, cons, and liability of undertaking these options, which frequently transfer the responsibility of the jurisdiction to the responsibility of the design professional, contractor, or client. Sometimes, it may be desirable to use a third-party expediter to process the application on behalf of the client if time can be saved.

Even when the permit is issued, the permit process has not ended, and designer professionals must remain vigilant to make certain that the project is completed according to all conditions imposed by the permit. During construction, the design professional must compel the contractor to undertake the necessary steps leading to required inspections. If contractors continue to work past the point where an inspection is required, they may need to uncover a piece of completed construction, a step that can lead to unnecessary cost and delays. At project completion, design professionals should be aware of the approvals that are needed from the jurisdiction before occupancy can take place.

Professional trade organizations such as the AIA have published detailed methodologies on the permitting process in their *Handbook of Professional Practice*, 12th ed., Volume 2, section 3.72.

## THE BIDDING PROCESS

The interactions

The interactions of various codes and the complexity of a project involving multiple systems and many inspections complicate the permit process. The same complexity is a feature of the bidding process. In what follows, we detail some key considerations that can help designers control who is likely to bid and how they will respond, and identify potential problems with the project in advance.

### Preparation of Bid Set

Part of the design professional's interaction with the client involves completing construction documents, even if they are only for bidding purposes