Residential Fast Tract Program

The **Fast Tract Program** gives a residential customer the ability to stream-line the permit process on residential plans that are **reused** on multiple sites without design changes. The benefits of this program are faster project review time and lower review fees.

The program details are as follows:

The residential customer submits a "named" residential plan which is reviewed for code compliance and then archived electronically at Building Services for reuse. The customer will be provided with a "Fast Tract Sheet" for each "model" of which a copy is submitted for permit application in place of the building plans. If there are any minor changes to the project they will be noted on the Fast Tract Sheet along with a drawing of the changes at the time of submittal. The archived plan will then be attached electronically to the permit information as well as any changes from the "Fast Tract Sheet" and drawings of changes are reviewed. After the zoning process is complete the permit is usually issued within one business day.

Note: a job copy of the plan must still be located on the jobsite and no inspections can be made without the job copy present. In addition if the builder is using a "mirrored plan" the actual correct job copy must be present.

The criteria for this program are as follows:

- Complete plans submitted for each project in 11x17 format for code compliance review. (Building Services will scan these and keep an electronic file).
- A specific name for each plan/model must be identified.
- No substantial changes to the plan can be made without full review.
    - No change to basic floor plan (rooms to remain in the same spots).
    - No changes to egress.
    - Floor plan increases of 50 sq. ft. maximum that do not include door or egress changes.
    - All minor design changes will need to be identified and reviewed.
    - Options for basement finish will need a separate basement floor plan.
    - Deck changes will require the "Deck Requirements and Check List" form and sketch for review.
    - Covered deck will require footing, floor and roof review.
    - Three seasons and all seasons porch design changes will require footing, floor, roof, and electrical review.
    - Complete plan review of the project is at the discretion of the building official.
    - All other approval and inspections processes, including Zoning and Fire remain unchanged in this program.

Note: (R105.4) The issuance or granting of a permit shall not be construed to be a permit for, or an approval of any violation of any of the provisions of the Building Code.

CEDAR RAPIDS
City of Five Seasons®

Fast Tract Program Review Sheet

Submittal Date:_____ Code Review Approval Date:_____

Plan Name: _____
(Name must be specific for this design only)

Builder: _____ Builder Contact: _____

Builder Address: _____

Builder Contact Phone # _____ Project Address_____

Project Type: Single family _____ Duplex_____ Townhouse _____ # of Units_____ Multi-family_____ # of Units _____

Project Sq. Ft. _____ Project Valuation Sheet included _____ New Site Plan included _____

Note: A separate project valuation sheet and site plan will need to be submitted for each project.

Sq. Ft. Change from original_____ Design Changes attached _____Permit Number_____

<u>List any minor changes made to Project design:</u>