



BUILDING DEPARTMENT POLICY / INTERPRETATION

TO: Whom it may concern
FROM: George Reid, Chief Building Official
DATE: **April 30, 2020**
SUBJECT: Duplicate Review Policy

The Vineyard Building Department allows for a duplicate review process. Vineyard defines a duplicate review as a plan with the exact floor plan and square footage as a plan that has been previously reviewed by the City.

Duplicate plans are only valid for the code cycle in which they were originally reviewed and the original plans must still be active within the Vineyard Retention Schedule. For more information on the adopted Retention Schedule please refer to Municipal Code 2.28.030.

Floor plan changes that add square footage, change structural elements, or effect the overall valuation of the project are not a duplicate review.

The benefits to the applicant for submitting a duplicate review are;

- An expedited review process from the standard two weeks to one week
- A plan review fee reduction from 25% to 15% of the building permit fees

It is the responsibility of the applicant to notify the City at the time of submitting the application that it is a duplicate review. This can be done by providing the following information on the description of the building permit;

- Permit# of original permit
- Review# of original permit
- Lot# & Subdivision of original permit

Applications submitted as duplicate reviews that are not duplicates will be added to the standard review queue of two weeks and charged the standard 25% plan review fee.

Contact the Building Department at 801-226-1929 for additional information or questions regarding the duplicate review policy.

Chief Building Official

Date April 30, 2020