

MUNICIPALITY OF ANCHORAGE



DEVELOPMENT SERVICES DEPARTMENT

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Memorandum

To: General Public

From: Ross Noffsinger, Acting Building Official

Date: April 3, 2018

Subject: Change in Plan Review Availability

In addition to reviewing projects for code compliance, plan reviewers spend significant time answering questions from the public and assisting designers and contractors with their projects. These functions are important; however a constant stream of interruptions make timely completion of long reviews challenging. In order to speed up the overall plan review process and more efficiently serve customers, it is known that uninterrupted review time is beneficial. Uninterrupted review time is just one of several recommendations from a recent survey conducted by BendonAdams and commissioned by the MOA to help streamline the permitting process.

Starting May 7, 2018, plan reviewers will set aside the first few hours of each day (7:00 am–10:00 am on Monday–Friday) for uninterrupted review time only. Reviewers will not be available to meet with the public, answer phone calls, or return emails before 10:00 am. After 10:00 am plan reviewers will be available again to answer questions and assist with reviews. This new policy of uninterrupted plan review time applies to all disciplines involved in the review of building and land use permits.

Please note plan reviewers will be allowed discretion. If they are not burdened by large projects requiring long reviews, they are not bound to adhere to the uninterrupted hours. If you have a situation where you need to meet with a reviewer prior to 10:00 am, we suggest you email the reviewer to check availability.

If it turns out that uninterrupted review time does not speed up the overall plan review process, it will be discontinued. Uninterrupted review time may also be discontinued during the slower winter months.