



Over-the-Counter Commercial Building Plan Review Process

Rev.20220504

The City of Spokane offers a formal Over-the-Counter (OTC) Plan Review process for commercial tenant improvements. OTC reviews are meant specifically **for minor exterior remodels, alterations, or for new tenants in existing spaces**. At the conclusion of a successful OTC Plan Review, a Building Permit may be purchased. **All requested materials to be submitted electronically**

Eligibility Criteria

To be eligible, a project must meet the following conditions:

- Affect no more than 100 linear feet of interior walls
- Remodeled area is less than 4,000 square feet
- Be an Occupancy Group of B (office), M (retail and wholesale), or R (residential)
- For **electrical**, affect three or fewer circuits
- For **mechanical**, reconfiguring existing ductwork with six or fewer diffusers
- For **plumbing**, affect four fixtures maximum in restroom remodels
- Affects only a single floor
- Additional criteria at the discretion of the Plan Reviewer

NOTE: Projects needing Change of Use, Change of Occupancy, or involving exterior work are not eligible for OTC.

The OTC Commercial Building Permit Review Process

1. A project which meets the Eligibility Criteria may be brought to our counter for review at your convenience. A scheduled appointment is not required. Normal business hours are M-F 8am-5pm, however, please arrive no later than 4pm so as to allow time to review the plans and issues permits.
2. The project must be small enough so the plan review can be completed within 30 minutes.
3. Submit complete information.
4. Submittals which are complete and can be approved will receive a permit. Incomplete submittals will receive correction comments and not be issued a permit. A project which exceeds the Eligibility Criteria will be routed for customary review on a first come, first served basis.
5. Be prepared to pay with cash, check or credit card (MasterCard or Visa).

Plan Submittal Requirements

All requested materials to be submitted electronically.

- Completed application form
 - Fully-dimensioned floor plans showing existing and proposed walls
 - Scaled 1/8" = 1 foot or 1/4" = 1 foot
- Key plan showing location of project, vicinity within the building, and orientation

Fees for the OTC Review process are the standard fees and include the plan review, the permit fees, the processing fee, and State Building Code Fee.