



April 16, 2007

COMMERCIAL DEVELOPMENT ADVISORY

Re: **Commercial Tenant Improvement EXPRESS CHECK Request Form**

In our continued effort to provide the best customer services possible, we are now offering expedited service through the Commercial Tenant Improvement Express Check Request Form, as attached. This form is to be used for commercial tenant improvements that are minor in nature, as outlined in the form. Please note that the final qualification for express check status is at the discretion of the Development and/or Fire Department.

The form is to be submitted to the Development Department as an original, no photocopies or facsimiles will be accepted. You will receive a call notifying you if your project qualifies for express check.

If you have any questions, please do not hesitate to call the Development Department at (760) 955-5100.

Respectfully,

Bill Webb, AICP
Director of Development



CITY OF VICTORVILLE

Department of Development

Planning ♦ Building ♦ Code Enforcement

14343 Civic Drive
P.O. Box 5001
Victorville, CA 92393-5001
(760) 955-5100
Fax (760) 269-0073
planreview@ci.victorville.ca.us

COMMERCIAL TENANT IMPROVEMENT EXPRESS CHECK REQUEST FORM

I, _____ the _____,
Specify Name Specify Association with Project (i.e. Owner, General Contractor)

am requesting an expedited review of _____ for the following reason:
Permit Number

Please check one of the following boxes below that apply:

- The plans being submitted for review do not require or include any type of:
 - calculations (structural, energy, truss, etc.)
 - exterior modifications
 - additional square footage, or
 - change in use or occupancy.

- Work being performed is of a very minor nature and qualifies for an expedited review for the following reason: _____

Note: When specifying that the work being performed is of a “minor” nature, it will be left to the Development and/or Fire Department’s discretion to determine whether an express check will be allowed or if the plans will have to go through a standard plan review.

I understand that the completion of this form does not guarantee an expedited review and that a full plan review process may be required if deemed necessary.

Signature

Date

For Office Use Only:

Approved: _____ Development Department _____ Fire Department

Date: _____

Denied: _____ Reason for denial: _____

Notification of result to applicant: _____

By: _____ Date: _____