EPIC Permit Program

Program Intent

The purpose of this program is to incentivize applicants to apply for and receive permits for proposed alterations, to commercial properties, in a timely and expedited manner. This effort will aid in the creation of an active street scape in the downtown core by reducing the negative impacts of the unknown permit issuance timing and help businesses get open as soon as possible. Applicants are required to work with city staff diligently prior to permit submittal to ensure that as many issues as possible are addressed prior to submittal of the permit.

Qualification Criteria

1. Must be a commercial use.
2. Must be a commercial zone district.
3. Must be an alteration that only affects the interior or minor exterior improvements to the space.
4. Work commenced without a building permit will disqualify the project from the program.
5. Change Orders to an EPIC permit will disqualify the project from the program.

Required Steps

1. Schedule a pre-meeting with a Permit Coordinator and Plan Examiner to determine if the project qualifies for the EPIC program.
2. Permit Coordinator or Applicant schedules in-person meetings for the applicant to meet with relevant review agencies (Zoning, HPC, Building, CMP, etc.).
3. Applicant brings developed plans and supporting materials to meet with review agencies. Plan examiners review for compliance and provide feedback on any changes or additional information needed prior to submittal.
4. Permit Coordinator accepts complete submittal.
5. Permit enters in "EPIC" programs with priority review status.
6. EPIC projects are entered into tracking system.
7. Reviewers prioritize review.

Review groups

Zoning Requirements

1. Plat/unit building relationship
2. Net leasable calculations – existing and proposed
   a. Table and floor plans showing details of calculation by the individual space, level, and building total, as applicable.
3. Exterior venting or other penetrations – show location and dimensions.
4. Mechanical Equipment spec sheet and locations shown in plans,
   a. If equipment is located on grade, we need:

    i. Location
    ii. Property setbacks (site plan)
    iii. Survey
    iv. Height including any platforms or pads
  b. If equipment is located on the roof, we need:
    i. Dimensions showing the distances from all edges of the building
    ii. Total height with any platforms or pads.

5. Any new exterior lighting or alteration to existing exterior lighting should be shown on the site plan, and lighting specification sheets and pictures of the proposed light type illuminated should be provided.
6. A Sign Permit must be obtained prior to installation of any signage.

HPC

1. Exterior penetrations for venting
2. Exterior work shall be limited to installation or upgrades to mechanical equipment, accessibility improvements, and painting.

Water

1. Change in fixture counts will be accounted for during final inspection if use is to remain the same, any taps fees will be paid prior to LOC or C of O.
2. If change in use is proposed, a review will be required prior to submission, and additional fees may apply. Fee's will be collected prior to permit issuance.

Sanitation

1. Change in fixture counts will be accounted for during final inspection if use is to remain the same, any taps fees will be paid prior to LOC or C of O.
2. If change in use is proposed, a review will be required prior to submission, and additional fees may apply. Fee's will be collected prior to permit issuance.

Utilities

1. Reviews may be required, and fees assessed.

CMP

1. A CMP will be required for all EPIC permit applications.
2. CMP Requirements:
  a. Signed Noise Suppression Form
  b. Contact person, site supervisor, etc....
  c. Location of dumpsters and porta-johns
  d. Materials staging and removal information
  e. ROW impact Information
  f. Verification of CMP certification

Engineering

1. Alterations may trigger compliance with URMP requirements to be reviewed by Engineering. This will be determined by Engineering prior to submittal.

Environmental Health

1. If new food service, a food service license application will be required.
2. A review by Environmental Health and Sustainability of the trash and recycle enclosure will be required prior to submittal.

Fire

1. Separate fire sprinkler and alarm permits may be required.

Parks

1. N/A

Building

1. Commercial tenant finish check list
2. IBC Submittal Guide