



**Town of Holly Springs**  
**Building Code Department**  
**128 South Main Street**  
**Holly Springs, NC 27540**  
**(919) 557-3915 · Fax (919) 557-7551**

**Express Review Guide**  
**FOR COMMERCIAL FIT-UP PROJECTS**

<b>EXPRESS REVIEW</b>	
<p><b>Express review is an optional service that allows for faster examination of most commercial fit-up plans.</b> Express review can shave weeks off the time it takes to obtain a building permit. Typically, applicants may expect to receive permits within 1-3 business days of an approved express review. The Town of Holly Springs will be offering this service to help those with commercial projects needing to meet financing deadlines and other timetables.</p>	
<b>AVAILABILITY:</b>	<b>Wednesdays 10:00 am</b>
<b>APPLYING/SCHEDULING:</b>	<p><b>Express review must be scheduled at least 2 weeks prior to the desired schedule date.</b></p> <p>Contact the Scheduling Coordinator for a job-specific link to upload documents.</p> <p>The applicant will submit a complete Express Review Application. The application will be reviewed by the Express Review – Scheduling Coordinator and the Express Review – Plans Coordinator.</p> <p>Once the project is deemed eligible for express review, the applicant will be contacted to notify of approval. The express review fee of \$1,250 is required for reserving an appointment. Once fees have been received, the scheduled date/time meeting request will be created.</p> <p>At least 3 business days before the scheduled express review, applicant must submit to the Town’s link:</p> <ul style="list-style-type: none"> <li>• Completed Non-Residential Construction Application</li> <li>• Building Plans with required Building Code Summary (Appendix B)</li> <li>• Designated Lien Waiver</li> <li>• Certificate of Insurance</li> </ul>
<b>CANCELLATION &amp; RESCHEDULING:</b>	<p>Cancellation must be given in writing to the Express Review – Scheduling Coordinator (by email or fax) at least 3 business days in advance of the appointment time. Payment for the express review will be refunded or applied toward your next scheduled express review time for the same project.</p> <p><b>Note:</b> If cancellation notice is not given within the described guidelines above, the minimum express review fee of \$1,250 will not be refunded or applied to your next scheduled review time. Applicant will need to re-apply to schedule the project for express review.</p>
<b>COST:</b>	<p>Minimum fee of \$1,250 is due prior to express review scheduling. If additional fees are applicable, they will be due at the conclusion of the express review appointment.</p> <p>\$ 500 per hour (minimum 2 hours)            \$ 125 additional per 15-minute increment            \$ 250 Fire Marshal review</p>
<b>APPLICANT ATTENDEES:</b>	<p>The project coordinator/project contact person and all individuals whose professional seal is on the project plans (engineer, architect, and sprinkler designer) must be in attendance. If all parties are not present, we may not be able to proceed with your review and your fee may be forfeited. <b>Applicants should arrive 10 minutes prior to your appointment time.</b></p>
<b>STAFF ATTENDEES:</b>	<ul style="list-style-type: none"> <li>• Building, Electrical, Plumbing, Mechanical, and Fire plans examiners will review for NC State Building Code compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Engineering Staff will be on hand to review.</li> <li>• Planning Department staff will review the permit for zoning and site plan compliance and/or identify any other planning/Town ordinance issues that may need to be addressed.</li> <li>• Permit Assistant will begin processing the permit, will review and verify all contractor information including licensure, and will calculate all fees, including building permit, utility connection, and development/ impact fees.</li> </ul>
<b>RE-REVIEW:</b>	<p>If projects are turned down, a re-review may be scheduled based on availability of appointment times. The hourly cost is the same as the original review. Projects may also be resubmitted for review under the regular system for revisions.</p> <p>\$ 500 per hour (minimum 1 hour)  \$ 125 additional per 15-minute increment  \$ 100 Fire Marshal re-review</p>
<b>PERMIT ISSUANCE:</b>	<p>Permits are normally issued within 1-3 business days upon receipt of complete information and approval. As part of the review, all fees including: building permit, utility connection, and development/ impact fees, will be calculated. Please refer to the Non-Residential Development Fee Schedule Worksheet to help determine your anticipated fees in advance of your submittal or contact the Express Review – Scheduling Coordinator.</p>
<b>EXPIRED PLANS:</b>	<p>All plans not resubmitted or permitted within 60 days after the last review will be considered expired and will require a new submittal with review.</p>
<b>TIPS FOR SUCCESSFUL EXPRESS REVIEW:</b>	<p>Applicant should have all approvals from any other departments/outside agencies – Planning, Engineering, NCDENR, etc. Please note exterior changes require approval from the Town’s Planning Department prior building permit issuance.</p> <ul style="list-style-type: none"> <li>• Provide Detailed Scope of Work on application, including accurate Building Code Summary.</li> <li>• Address assignment should be completed.</li> <li>• Provide complete and accurate contractor information, with NC state license numbers and authorized signatures.</li> <li>• If your express review project cannot be approved, then permits cannot be issued until all outstanding issues have been resolved. If not approved, then the applicant may choose to have the project re-reviewed at another express review appointment time or enter the plans into the regular review process, which would then have regular processing review times for completion. Re-review fees will apply.</li> <li>• Please contact the Express Review – Scheduling Coordinator for any special scheduling concerns.</li> <li>• Please contact the Express Review – Plans Coordinator to discuss issues related to the plans, specific projects, or situations related to the express review.</li> </ul>
<b>CONTACTS:</b>	<p>Express Review – Scheduling Coordinator  Melanie Clark  (919) 557-2937  <a href="mailto:Melanie.clark@hollyspringsnc.us">Melanie.clark@hollyspringsnc.us</a></p> <p>Express Review – Plans Coordinator  Daniel Pope  (919) 557-2916  <a href="mailto:Daniel.pope@hollyspringsnc.us">Daniel.pope@hollyspringsnc.us</a></p>