



Department Review Matrix - 2025

COMMERCIAL PROJECTS

Required Agency Review

Project Type	No. of Sets	Required Agency Review						
		Building	MEP	Planning	Public Works	Fire	Utilities	General Services Geotechnical Water Quality
New Construction	6	X	X	X	X	X		
Additions - Simple / Complex	3	X	X	X	X	X		X *
Tenant Improvements - Simple / Complex	3	X	X	X		X ³		
Signs	2	X	X ²	X				
Site Improvements	6	X	X	X	X	X		
Block Walls/Fences	2	X		X				
Public Swimming Pools	3	X	X	X				
Cell Site Antennas	4	X	X	X		X		
Fire Sprinkler, U/G - Main, New System	2				X	X		
Fire Alarm, New System	2					X		
Fire Sprinkler - T.I. / Alteration	2		X					
Fire Alarm - T.I. / Alteration	2		X					
Hood Systems / Comm.Cooking	2		X ⁴			X		
Fuel dispensing, U/G - Abv/G Tanks	4	X	X	X		X		
Fire Supression System (FM 200)	2					X		
Medical Gas System	3		X	X		X		
Methane Removal System	4	X	X	X		X		
Paint Spray Booth / Hazard Loc.	4	X	X	X		X		
Canopies/Awnings	2	X		X		X		
Grading	6	X		X	X	X		
Docks - Alteration / New	5	X	X	X		X		X
Retaining Walls - Simple / Complex	2	X		X				
Sea Walls - Simple / Complex	3	X		X				X
Demolition	3	X		X	X			
Emergency Generator	4	X	X	X		X		

* - When applicable

OTC - Over The Counter

Days - Business Days

1 - Subject to Planning review for compliance

2 - For Illuminated Signs Only

3 - For Occupancies: A,E,H,I and Dry Cleaners

4 - MEP Plan check routed to Building for structural or fire resistive review