



**CITY OF MIRAMAR – BUILDING DIVISION**  
 Community & Economic Development Department  
 2200 Civic Center Place  
 Miramar, Florida 33025  
 Tel: (954) 602-3200 Fax: (954) 602-3635  
 www.miramarfl.gov

**MIRAMAR FIRE RESCUE**  
 Office of the Fire Marshall  
 Tel: (954) 602-4801

**FORM**  
**EPRP -1**  
 UPDATED 10/2019

## EXPEDITED PLAN REVIEW PROCESS (EPRP) REQUEST FORM

The City of Miramar Building Division along with Miramar Fire Rescue offer an Expedited Plan Review Process (EPRP). The EPRP is contingent upon completion of the Expedited Plan Review Process Form (EPRP) from the Contractor or Authorized Agent and staff review. Approval is based upon the hardship presented and availability of plan reviewers. In an effort to not negatively impact other projects plan reviews already in the system, the EPRP reviews may be performed outside of normal business hours. A fixed fee of \$1,750, (\$1,250 for Building Division review) and (\$500 for Fire Rescue review) are due at time of EPRP request approval.

Two complete sets of construction documents are required along with the completed EPRP Form. Staff will evaluate the request to determine if it meets the criteria as well as availability of staffing. **A non-refundable fee of \$250 per application per discipline plus 8% surcharge for Residential and a \$500 per application per discipline plus 8% surcharge for Commercial, is required to be paid prior to the start of the EPRP. The Fire Dept. expedited review requires a Letter of Hardship along with the completed EPRP application and an additional \$500 for either residential or commercial permits.**

Please complete this form as your written request for the EPRP review. The EPRP fee is in addition to the final permit fee. If the service is not available due to limitations on staffing availability, no expedited fee will be assessed. All expedited fees are to be paid in person at time of request. For any questions please call (954) 602-3316. Please print clearly.

Date: \_\_\_\_\_ Name of Contractor or Authorized Agent: \_\_\_\_\_  
 Application/Permit No.: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Cellular: \_\_\_\_\_ Office: \_\_\_\_\_  
 Contact person e-mail: \_\_\_\_\_  
 Project cost: \_\_\_\_\_

The City of Miramar and Fire Rescue reviews all EPRPs on a case-by-case basis and requests are granted based on factual evidence of hardship and or meeting one or more of the following criteria, please check all applicable items:

Severe financial loss to company or person  
 Emergency situation (describe) \_\_\_\_\_  
 Humanitarian Reasons  Federal, State agency or national interest  Fire Dept. error  Compelling interest of the City  
 Other \_\_\_\_\_ \*Please provide detailed explanation for any of the items checked above:  
 \_\_\_\_\_

**AN EXPEDITED PLAN REVIEW FOR THE FOLLOWING TRADE(S) IS REQUESTED:**

STRUCTURAL       PLUMBING       ZONING  
 ELECTRICAL       MECHANICAL       FIRE

**I understand that this service does not guarantee plan approval and that a commensurate fee will automatically be applied to my application which must be paid in full prior to permit issuance.**

Contractor or Authorized Agent Signature: \_\_\_\_\_  
 Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied

**FOR OFFICE USE ONLY**

<b>STRUCTURAL</b>	<b>ELECTRICAL</b>	<b>PLUMBING</b>	<b>MECHANICAL</b>	<b>ZONING</b>	<b>FIRE</b>
Reviewer: _____	Reviewer: _____	Reviewer: _____	Reviewer: _____	Reviewer: _____	Reviewer: _____
ACCEPTED <input type="checkbox"/>	ACCEPTED <input type="checkbox"/>	ACCEPTED <input type="checkbox"/>	ACCEPTED <input type="checkbox"/>	ACCEPTED <input type="checkbox"/>	ACCEPTED <input type="checkbox"/>
NOT ACCEPTED <input type="checkbox"/>	NOT ACCEPTED <input type="checkbox"/>	NOT ACCEPTED <input type="checkbox"/>	NOT ACCEPTED <input type="checkbox"/>	NOT ACCEPTED <input type="checkbox"/>	NOT ACCEPTED <input type="checkbox"/>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

Estimated completion date: \_\_\_\_\_