



Third-Party Plan Review (TPPR) Frequently Asked Questions

Q: What is expedited plan review/TPPR?

A: TPPR is a pilot program currently provided to building permit applicants by the City of Santa Fe Building Permit Division that outsources select building reviews to expedite the permitting process.

Q: What types of permits are currently eligible for TPPR?

A: Currently the eligible permit type for the TPPR service is Commercial Building. This includes all 5 work classes associated with the permit type. New commercial buildings, multi-family buildings, additions, accessory structures and new shell core construction.

Q: What is the submittal procedure for the TPPR service?

A: The permit submittal process will not change; however, there will be an additional submittal requirement. Applicants are required to include a digital copy of the permit submittal along with the 6 hard copies of all submittal requirements for subject permit type and work classes. The applicant may visit our [Website](#) to request an appointment to submit permits. When requesting the appointment, please specify that you are requesting the TPPR service.

Q: What plan reviews are covered by the TPPR process?

A: The reviews that are included in the TPPR process are as follows: Building, Accessibility, Electrical, Plumbing/Mechanical, and ADA Site.

Q: How are the remaining reviews, for projects that aren't covered by the TPPR service, expedited?

A: The permit will be identified as a TPPR project and TPPR reviews will take priority over other permits in review queues such as zoning, historic, grading & drainage, landscape, etc.

Q: How long is the initial review period for the TPPR service?

A: The reviews covered by the TPPR service are completed in 10 business days or less and internal reviews that are not performed by the TPPR Service will take priority and be completed ASAP. Please log onto CSS frequently and view the plan reviewer's comments located on the REVIEWS tab, as they are completed.

Q: How are revisions submitted for TPPR projects?

A: Revisions are required to be submitted as hard copies and digital copies. If revisions are required, an email will be sent to the applicant with instructions on how, when, and where to submit revisions. The email will also include instructions on how to submit digital copies.

Q: What are the fees associated with the TPPR process?

A: Cost of permit fees plus a 20% administrative fee. [See Fee Schedule.](#)