



*The PASS program provides a more efficient and effective plan review process by implementing a clear and concise set of standards for document content and organization. Implementation of this program requires only minor adjustments for both public and private sector in their internal processes. It is completely voluntary.*

*The Program provides significant benefits in time and money savings for the Jurisdiction, Design Professionals, and the Development and Construction community. The public benefits from increased investment in high performance buildings and spaces that meet current high standards for energy savings, sustainability, and design. The program also enhances the protection of the public health, safety and welfare.*

### **Frequently Asked Questions**

#### **How will this program save time and money?**

By creating a clear set of voluntary document standards that allow for more efficient plan review, the participating jurisdictions will be able to do their jobs more efficiently, saving time and money. The participating design professionals will have a faster and more predictable plan review experience. The Development and Construction Community will save time and money, and enjoy more consistent code interpretation and application.

Added benefits accrue to the Community at large: increased economic development, including new investments in the shaping of a high performance buildings and spaces that meet current high level energy, sustainability and design standards.

Participants attend a half day class and pass a test, at which point they are added to a registry of pre-qualified PASS participants. There will be Classes for annual updates, as well as classes that expand the applicability of construction types. The initial program is designed to address Tenant Improvement projects (no added building area) in all adopting jurisdictions; and additional Small Commercial projects in some adopting jurisdictions.

#### **Does this program require any changes in roles and responsibilities for either the public or private sector?**

No changes in roles and responsibilities for either public sector or private sector participants are required to implement this program.

**How complex is the program?**

The program is intended to be based on simple minimum requirements. Design professionals currently have a wide variety of approaches to how they prepare their documents; there will still be a wide variety of approaches for participants in the program, since complying with the minimum standards will still allow for considerable flexibility. There will for example be no requirement to adopt specific CAD standards for document sheet numbering, sheet layout, or symbols.

**Will this program have any impact on the processes used by either jurisdictions or Design Professionals to protect the public health safety and welfare?**

The program will increase the effectiveness of the plan review process due to increased efficiency, consistency and clarity, and thus it will actually increase the protection offered by both Public sector participants as well as private sector participants.

**Will the program highlight best practices for plan review as well as document organization and content?**

The jurisdictions that are participating will identify what they consider best practices for document content and organization; but these are optional practices that are aspirational and not a requirement. The intention of identifying best practices is to encourage an evolution in standards toward greater consistency and completeness over time.

**Will there be increases in costs for plan review by participating jurisdictions?**

Since this program increases efficiency, it will not result in any fee increases.

**How might this program evolve in the future?**

It is expected that this program will expand to cover many types of permits, and there may be additional modules added such as a 'one cycle review' option, pre-vetted standard details, and more.

**Does this program replace any existing programs?**

How this program is implemented may vary by jurisdiction, provided that adherence to the minimum standards is included in the process. It was not designed to replace or compete with any other program.

**How often will the program be updated?**

It is expected there will be an annual update on the document standards and training.

**Who will manage the program?**

The standards checklist will be managed by the participating jurisdictions; they are each free to use this document as best suits their internal practices. The Documents examples, training program for Design Professionals who choose to participate, and program participant list and current status will be managed by a non-profit entity. The 501c6 American Institute of Architects, Central Valley Chapter is an initial participating entity. Ultimately the program will be managed by an independent nonprofit. Participation in the program will be open to all persons who can legally sign as responsible party for an applicable set of construction documents. The managing operational entity (initially AIACV) will establish costs to participate based on the actual costs to administer the program.