



## Permitting Process

### 1. SUBMITTAL OF A COMPLETE APPLICATION

Only after a complete application has been submitted, with all the necessary documents required for the specific project as shown in the required application documents table, will an application be processed.



### 2. APPLICATION REVIEW

#### A. ZONING REVIEW

An initial review of the site plan will be conducted to ensure the zoning requirements are met. This includes but is not limited to a review of land use, yard setbacks, and adopted design standards, etc.

#### B. BUILDING PLAN REVIEW

A thorough review of building plans and all other required documents will be conducted for compliance. A building plan review will not be conducted until the zoning review demonstrates that all zoning requirements have been fully met.



### 3. BUILDING PERMIT ISSUANCE

Only after an application has been reviewed and found to be in complete compliance with all zoning regulations and adopted building codes will a building permit be issued allowing construction to begin.

- Permit fees shall be collected at this time.
- Construction may not begin until permit fees are paid and a building permit is issued.



### 4. CONSTRUCTION INSPECTIONS

After the issuance of a building permit is authorized, a number of inspections will occur as construction is underway. Depending on the scope of the individual construction project one or all of the following inspections will need to be conducted in sequential order.

- A. UNDERGROUND FACILITIES INSPECTION
- B. SLAB/FOUNDATION INSPECTION
- C. FRAME, MECHANICAL, ELECTRICAL, PLUMBING INSPECTION
- D. INSULATION INSPECTION
- E. TEMPORARY FINAL INSPECTION
- F. FINAL INSPECTION



### 5. CERTIFICATE OF OCCUPANCY

Once a **FINAL INSPECTION** has been conducted and passed a certificate of occupancy will be issued.