Building Permits Flow Chart

Based on the need for 2 reviews, each review adds approx. 15 days to the timeline. Timeline may be less if compliance is met with fewer reviews

Commercial Construction "New"

1. Engineering and Site Plan have been approved.
2. Fill out Application and submit required documents, and submittal checklist.
3. Plans will be reviewed and comments will be returned within 10 business days
4. Re-submit revisions, revisions will be reviewed within 5 business days
5. Once all revisions have been verified, all departments signed off on plans and all contractors registered a pre-construction meeting will be set-up.
6. Immediately after the pre-construction meeting, the plans will be released when the permit fee is paid.
7. The inspection process beings. See Building and Fire Department Inspection Summaries
8. Apply for C.O. 10 days prior to phase VI inspection.
9. When all applicable departments have made their final inspections and their Certificate of Occupancy Inspections, a Certificate of Occupancy will be issued.

Commercial Construction "Finish Out"

2. Fill out Application and submit required documents, and submittal checklist.
3. Plans will be reviewed and comments will be returned within 10 business days
4. Re-submit revisions, revisions will be reviewed within 5 business days
5. Once all revisions have been verified, all departments signed off on plans and all contractors registered a pre-construction meeting will be set-up.
6. Immediately after the pre-construction meeting, the plans will be released when the permit fee is paid.
7. The inspection process beings. See Building and Fire Department Inspection Summaries
8. Apply for C.O. 10 days prior to phase VI inspection.
9. When all applicable departments have made their final inspections and their Certificate of Occupancy Inspections, a Certificate of Occupancy will be issued.

Residential Construction "New"

1. Fill out Application and submit required documents and submittal checklist.
2. Plans will be reviewed (*if approved go to STEP 4*) and comments will be returned within 10 business days
3. Re-submit revisions, revisions will be reviewed within 5 business days
4. If approved all contractors must register and you will be contacted to pick up permit.
5. Pay permit fees and pick-up permit.
6. The inspection process begins See Residential Inspection Summary
7. The Structure must pass all inspections up to and including phase VI inspection prior to occupancy

Successful Completion of the process will result in a Certificate of Occupancy