

Step 1

Submit Application

You submit an application, plans, and any additional submittals required by the application packet. Application is reviewed by Staff and outside agencies (if required).

If applicable, you are required to satisfy any remaining obligations related to subdivision or site plan review approvals and agreements.

Step 2

Plan Review

Once the application is complete, the application is reviewed by Primary Reviewers. Primary Reviewers include Staff from departments including, but not limited to, Building Division, Planning Division, Engineering Division, and Fire Department.

Plan Review typically takes 5-10 business days for residential projects.

Plan review for commercial projects varies greatly depending on the size and complexity of the project, and can range from 2-4 weeks.

Step 3

Erosion Control

You must install erosion control measures prior to any inspection being scheduled. Please follow the Erosion Control Handout for specific information.

Step 4

Permit Issued

Once the Permit is approved, Staff will contact you with the Permit amount.

Step 5

Inspections

Once the Permit is issued, you will be responsible for scheduling required inspection. The Permit Card will specify what inspections will be required. Please contact Building Division Staff 24-48 hours prior to a requested inspection to ensure availability. The Building Division cannot guarantee same-day inspections.

Step 6

Certificate of Occupancy

Upon successful completion of all required inspections, the Building Official will issue a Certificate of Occupancy allowing the structure to be occupied.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6