Commercial Re-Inspection, Building Plans Review, & Permit Application Process

1) Zoning Approval
   * Zoning Approval must be obtained prior to submittal of a permit application

   Residential & Commercial Construction

   Commercial Re-Inspection
   (Vacant >90 days)

2) Permits & Inspections
   Depending on the type of work, submit the following
   - TWO HARD COPIES of Construction Documents
   - Completed Permit Application
   - Site Plans
   - Structural Plans
   - Trade Plans (Electrical, Mechanical, & Plumbing)
   - Signed Zoning Approval
   * 3-week turnaround on average

   Plans Approved

   Plans Rejected

   Plans Review Comments Sent to Applicant

   Applicant Resubmits Revised Plans

   Approval Sent to Applicant

   Applicant Obtains Sign-offs
   - Right-of-way (Engineering)
   - Health Department
   - Utilities

   Permits Issued & Inspections Scheduled
   * Approved plans MUST remain on site for Inspections

   Certificate of Occupancy Issued

* Although Zoning Applications can be submitted at the same time as Permit Application/Plans, a Permit will not be issued until Zoning Approval has been obtained.