

Building Permit Process

Application Submitted to City Hall

- Applications available at City Hall, on-line, by mail, etc.
- Questions on permits, projects, Codes, can be directed to the County.

City Reviews

- City reviews the project for compliance with local Ordinances, rules, and regulations.
- City signs-off on the application and forwards items to the County.
- Depending on the situation, e-mail, fax, postal service, or inspector pick-up are available .

County Reviews

- Application and other submittals are reviewed for completeness, accuracy, and Code requirements.
- Construction drawings and related submittals are reviewed for Code compliance.
- After Building Official approval, approved application is provided to the City.
- Field Copy of plans is sent to the permit applicant.

Permit Issued

- City receives Building Official approval.
- City notifies applicant that permit is approved, collects fee, issues permit.
- City will want to maintain basic records of permits and fees.

Construction and Inspections

- Construction begins after the permit is issued.
- Inspections are called in and scheduled with the County.

Occupancy and/or Use

- Occupancy or use of the structure is approved by passing a Final Inspection.
- Certificates of Occupancy are issued as Code prescribes.
- File is closed.

