

Building Permit Plan Review Process

STEP 1



SUBMIT

Submit the building application, plans, reports and other documents to the Building and Safety Division at the Permit Center. A plan review fee is due at time of submittal. Refer to the submittal checklist for additional information.

STEP 2



PLAN REVIEW

Plans will be distributed and reviewed by City staff and outside agencies (if applicable). Depending on the type of project, plan review will take 2-6 weeks. This step will be repeated until all department's comments have been adequately addressed.

STEP 3



PERMIT ISSUED

Building permit will be issued to the property owner or licensed contractor after City staff and outside agencies approve the plans, and all permit and development fees applicable to your project have been paid.

STEP 4



CONSTRUCTION

Construct your project per the approved plans. Changes in the field must be submitted for plan review as a revision to the approved plans prior to inspection.

STEP 5



INSPECTION

Inspections are performed by City inspectors to ensure work completed on your project meets current building codes and standards, and matches the approved plans. Inspections are required for foundation, framing, plumbing, electrical, and other work as it is completed.

STEP 6



PROJECT COMPLETION AND FINAL

Prior to the final Building inspection, consult with City staff to determine if other City Departments or Divisions will also need to inspect your project. Receive final certificate of occupancy after approval of the final inspection.