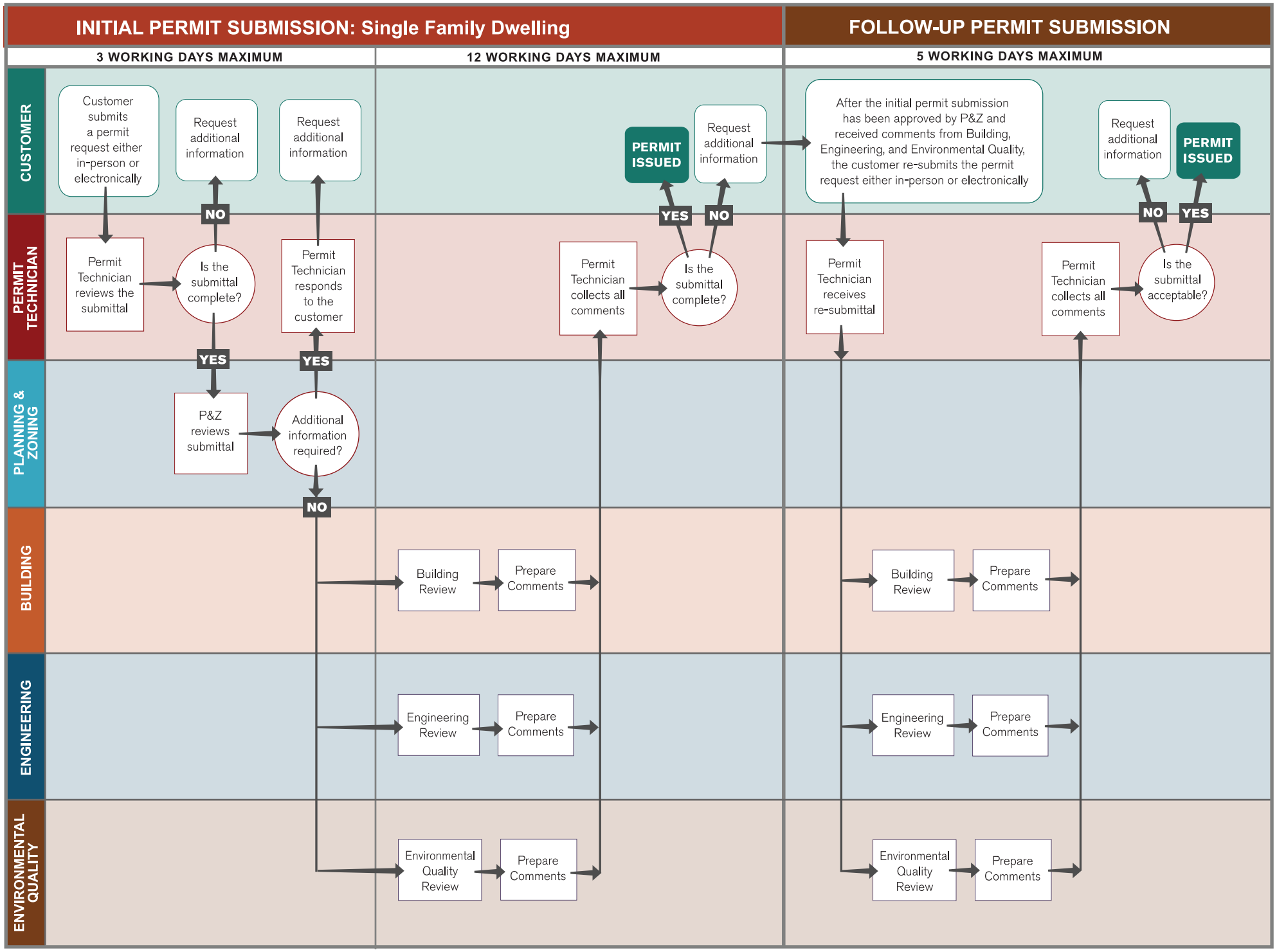
INITIAL PERMIT SUBMISSION: Single Family Dwelling
FOLLOW-UP PERMIT SUBMISSION
3 WORKING DAYS MAXIMUM
12 WORKING DAYS MAXIMUM
5 WORKING DAYS MAXIMUM
CUSTOMER
PERMIT TECHNICIAN
PLANNING & ZONING
BUILDING
ENGINEERING
ENVIRONMENTAL QUALITY
Customer submits a permit request either in-person or electronically
Request additional information
Request additional information
PERMIT ISSUED
Request additional information
After the initial permit submission has been approved by P&Z and received comments from Building, Engineering, and Environmental Quality, the customer re-submits the permit request either in-person or electronically
Request additional information
PERMIT ISSUED
NO
YES
NO
YES
NO
YES
Permit Technician reviews the submittal
Is the submittal complete?
Permit Technician responds to the customer
Permit Technician collects all comments
Is the submittal complete?
Permit Technician receives re-submittal
Permit Technician collects all comments
Is the submittal acceptable?
YES
YES
P&Z reviews submittal
Additional information required?
NO
Building Review
Prepare Comments
Building Review
Prepare Comments
Engineering Review
Prepare Comments
Engineering Review
Prepare Comments
Environmental Quality Review
Prepare Comments
Environmental Quality Review
Prepare Comments