

**POLICY NAME: Substantive Policy For The Intake Of Digital Plan Sets and Their Dissemination**

**POLICY NUMBER: 2020-005**

**EFFECTIVE DATE: April 1, 2020**

**PURPOSE:**

To provide clarity for the intake of plan sets and the dissemination of those plan sets in varying stages of completeness.

**BACKGROUND:**

To standardize the process of customer plan submittal and Community Developments reaction to those submittals, this substantive policy was written.

**POLICY:**

Upon the Permit Technician notification that a new application for permit has been received, the assigned Permit Technician will perform the following functions:

1. Examine submittal documents for completeness. Each permit type should be compared to its individual submittals list. Any deficiency in plan documents or required submittals will be noted in the SmartGov system and emailed to the applicant. If all required documents have been received, a Blue Beam invitation will be sent out to all applicable Divisions and the 15 Day Clock started.
2. If it is determined that a substantive submittal was received, a Blue Beam invitation will be sent out to all applicable Divisions. The 15 Day Clock for the Building Division will begin.
3. If it is determined that a substantive submittal was not received, a Blue Beam invitation will be sent out to all Divisions that can perform a review with the documents provided. The 15 Day Clock will not start until all documents considered to be a substantive submittal have been received.

Attached to this substantive police is a "Building Permit Submittal Flow Chart." This flow chart is a visual representation of the policy as written.

If portions of a plan review can be completed, considering the absence of non-critical documents, a plan review shall be completed. This is to be considered a "Substantive Submittal."

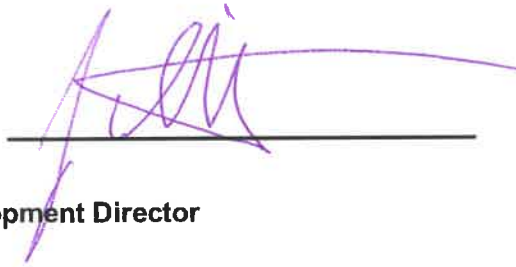
The following is a list of non-critical submittal elements:

1. Electrical panel schedule.
2. Cross section.
3. Appliance manufacture specifications.
4. Sprinkler plans.

Although these elements have been deemed to be non-critical for an initial plans review, no permit shall be issued without these documents **or** a documented agreement/condition that these items will be phased submittal to be received prior to the All Trades inspection. No Trades inspection will be granted without these documents.

Any other required plans review documents found not to be included in the permit application will be considered a deficient submittal and the 15 Day Plan Review Clock will not be started.

**APPROVED BY:**



**Jay Christelman**  
**Community Development Director**

**DATE: April 1, 2020**