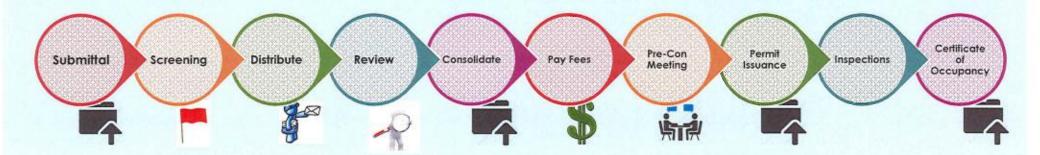
Permit Review



Items listed on checklist and called out in pre-app memos required. (Ex. 11)

Reviews for completeness applications are and invoices if due (where value of work is \$50,000 or more).

routed to plan review fee is reviewers. If a revision is submitted, an automated email is

sent to staff.

(Ex. 14)

(Ex. 12-13)









Complete

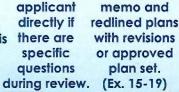


Individual

reviewers

may call or

email





Permit

Specialist

uploads

comment

memo and

with revisions

or approved

plan set.

After fees are invoiced. they can be paid online or in-person.





A Pre-Construction meeting may be required (coordinated by reviewers) prior to the permit being issued.



Permits can be issued online through ACA or inperson. (Ex. 20-21)



Inspection comments viewable online through ACA.



After Final Inspection passes, CO is uploaded to ACA and hardcopy is mailed





Inspections

Submit Request via ACA, Phone, or Email



Requests must be made by 3pm to be scheduled for the next day.







Inspector plans route for the day. Call between 7:30-8:30 the day of your inspection to coordinate a preferred time.







In-person communication often occurs during inspection process.







Inspector records results of inspections online. Email is sent if inspection result is "fail". (Ex. 23-24)





After Final Inspection passes, CO is uploaded to ACA and hardcopy is mailed.

CO





Pre-Application Request



Conceptual Site Plan Required. (Ex. 1-2)



questions Asks questions to clarify Identifies big red flags Schedules for Coaching if appropriate

Screening

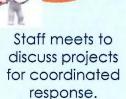
(Application

Services)

Answers "easy"



Large scale and complex projects distributed to all reviewers. (Ex. 6-8)



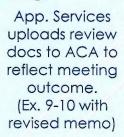
































Consolidate & Respond