

Permit Review



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



Reviews for completeness and invoices if plan review fee is due (where value of work is \$50,000 or more). (Ex. 12-13)



Complete applications are routed to reviewers. If a revision is submitted, an automated email is sent to staff. (Ex. 14)



Individual reviewers may call or email applicant directly if there are specific questions during review.



Permit Specialist uploads comment memo and redlined plans with revisions or approved plan set. (Ex. 15-19)



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 in-person. (Ex. 20-21)



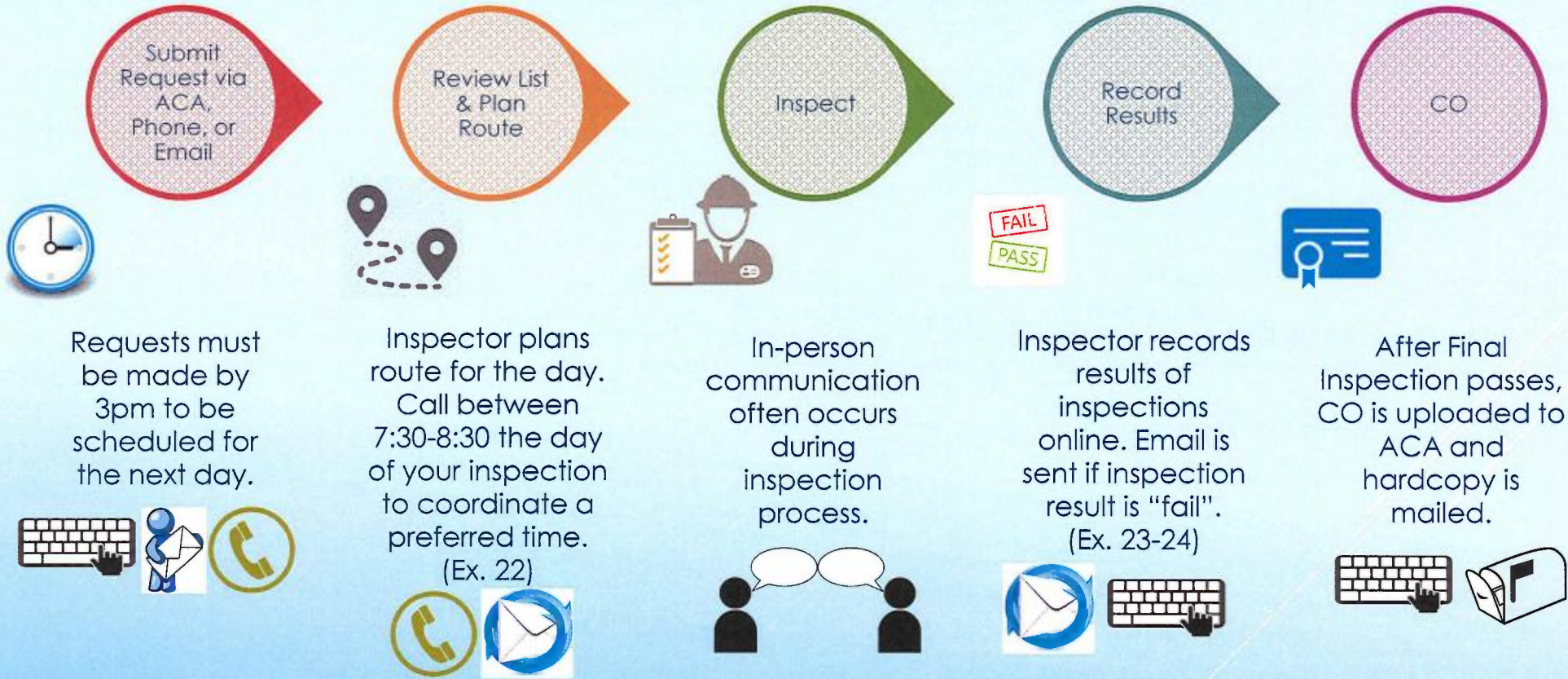
Inspection comments viewable online through ACA.



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



Inspections



Pre-Application Request

