Applicant files for permit and submits plans for plan check (Applicant) (1)

Data entry, log plans and distribute to departments required to review (Permit Technician) (2)

Drawings reviewed by required departments, input action in permit system and return drawings to central bin within turn-around time (Required Departments) (3)

Permit technician runs plan check completion report every other day to identify first plan checks completed by all required departments. (Permit Technician)

All Required Departments Approve Project

Applicant picks up drawings, resolves corrections and resubmits original sets and corrected sets to the Building Department (Applicant)

Permit technician logs drawings in, sorts them and places them in the respective departments recheck bins (Permit Technician)

Contractor/owner obtains permit. Drawings are stamped, signed and permit is issued (Contractor/Homeowner)

YES

All required departments enter “AP” status on the approval screen, the activity status changes from applied to approved and the system automatically adds “RFI” status to the approval screen

NO

Permit technician runs the “ready for issuance report” and notifies the customer (Permit Technician)

1. See list on page _____ for number of sets required for submittal based on project type.
2. See charts on pages _____ for required department review based on project type.
3. See page _____ for turnaround time based on project type.