PERMIT PROCESS

Building and Zoning Application Process

Secure Application Packet at City Administration Office
(Application Packets contains permit process, application, and requirements)

Complete Application Packet and Return to City Administration Office

City Administration Office will verify that the Application Packet is complete.

No Zoning Issues.

Yes Zoning Issues.

Applicant is contacted.

Building Official is notified.

Variance/Conditional Use Permit process can begin

If Approved

If Denied – No Permit Issued

Building Official is faxed Application for Review

Building Plan Review

No Changes Required.

Yes Changes Required.

Building Official contacts the applicant

Applicant makes required changes

Plan Review Completed.

Building Official Prepares Permit

Issuance to Permit to the City Administration Office within 3 days of receipt of application

Fees are paid by the applicant

Field Inspection Begins

Applicant/Builder follows inspection log/completes checklists and contacts Building Official for Inspections