

Permit Application Flow Chart

Commercial permit application and stamped "approved" plans from 3rd party are submitted

Letter or phone call to applicant with deficiencies noted

Application is reviewed

Application is reviewed

Submittal is code compliant

Application is approved

Applicant is notified of fees and when permit can be picked up

Applicant pays for permit

Permit is issued

Applicant calls for inspections on scheduling line

Notice is given code deficiencies

Inspections are performed

If Inspection(s) fail

Inspection(s) are passed

Certificate of Occupancy is issued