



## The Permit Process

- Step 1. Visit your local Building & Safety Division. Each project is unique and has different requirements. Depending on the work that is proposed – you may need to consult with other departments or agencies.
- Step 2. Submit your **application** for a building permit to the Building & Safety Division. Information required includes, who will do the work; scope of the project; project location, and work plan. Sketches, drawings, plans, and or related documents for the project will have to be submitted for review, depending on the size and scope of the project.
- Step 3. The review process. Most permit applications are processed quickly. Depending on the scope and size of the project, some minor plans may be reviewed over-the-counter. If project is determined to be in compliance with the required construction codes and ordinances, plans will be reviewed (plan checked) within two weeks of the date they are first submitted, and two weeks for each subsequent check. Approved plans are stamped by the Plan Reviewer.
- Step 4. Permit issuance. The permit is issued when plans are approved by all applicable divisions and agencies, and fees are paid. If the plans are not compliant with the applicable codes, a list of corrections will be provided for completion before re-submittal.
- Step 5. What having a permit means. The building permit allows the project to begin. An approved set of plans and job card must remain at the job site at all times, for use during inspections. Any changes to the approved plans will require a new plan review and approval.
- Step 6. Inspections. The Owner or Licensed Contractor is responsible to **schedule inspections** at each step of the construction must be inspected to make sure work conforms to the Code and approved plans. The person responsible for the construction project should request the inspections. 24-hour advance notice is required. If an inspector finds that some work does not conform to the Code, the inspector will advise (and provide a written notice) that the situation is to be remedied. If the violation is serious and presents a safety hazard, a stop work order may be posted until the problem is resolved. Another inspection may be necessary before work is allowed to resume.
- Step 7. **Final Inspection:** If there are no items to be resolved after work has been completed, the inspector will sign off the permit. The permit will be placed in the permanent address file for your property. After all other agency inspections and clearances are completed, the utilities to your building are released and a Certificate of Occupancy is issued, if applicable.