



PERMIT PROCESS

1. Home owner or contact person submits application and required documentation to permit clerk.
2. Drawings are circulated to various departments.
3. The various departments will review the plans. These departments include the Building and Zoning, Engineering, Health, and Fire.
4. Review Comments are returned back to the permit clerk **usually** within 10 working days.
5. If all departments are approved the contractor's license, bond, and insurance requirements will be checked.
6. If the contractor's information (license, bond, and insurance) is up to date the home owner or contact person will be notified of the approved permit and the fees will need to be paid to obtain the building permit.
7. If contractors information is not current or any of the departments are not approved the home owner or contact person will be notified of outstanding items that will need to be addressed before the permit can be issued.
8. In the case of outstanding items the home owner or contact person will need to submit updated contractors information or corrected drawings. These resubmittals will be reviewed **usually** within 5 days.
9. If all corrections are made and approved see step 6. If corrections are made but not approved see step 7.

To check on the status of a permit application, please call the Inspectional Services Division Permit Counter at (847) 904-4330.