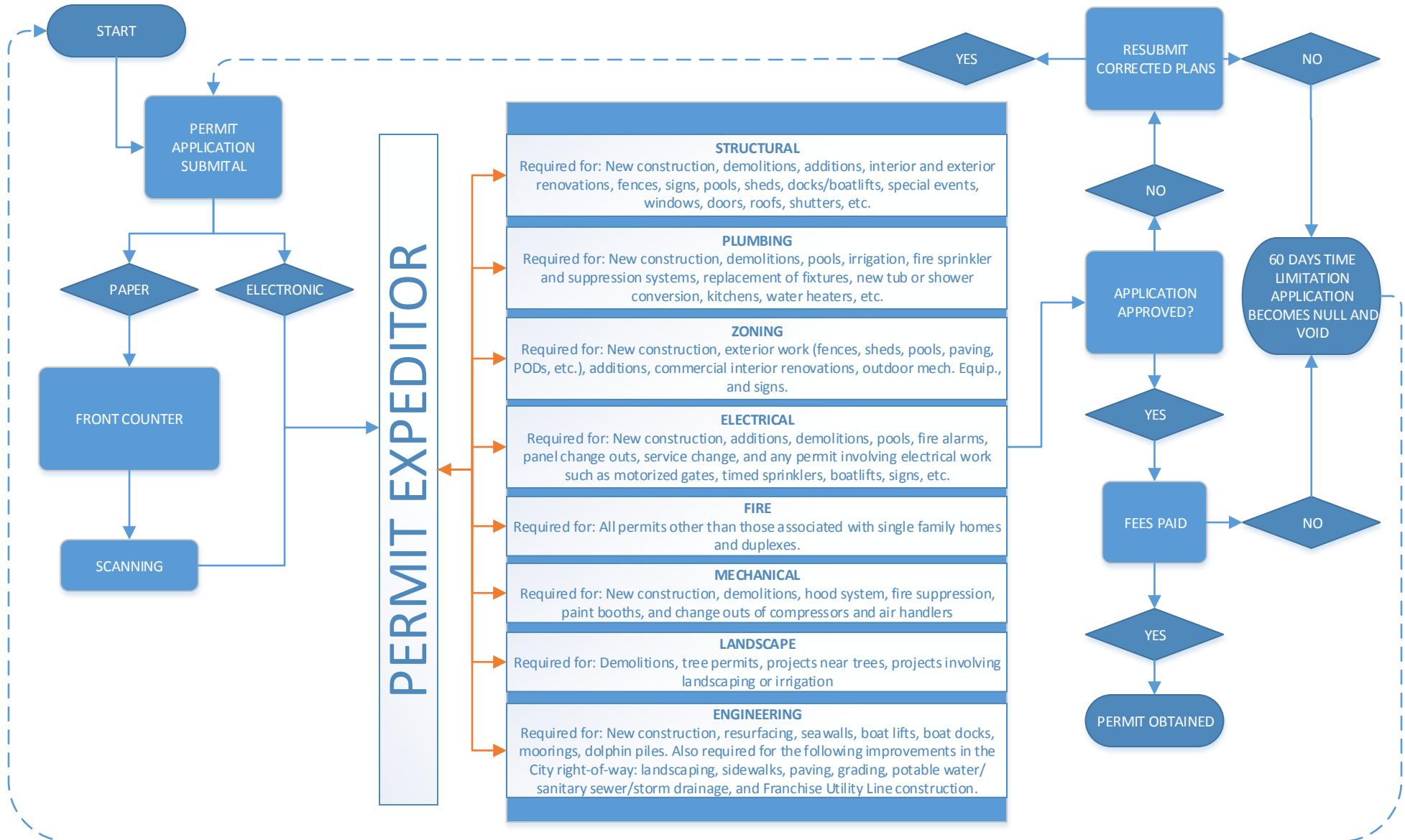


# Department of Development Services: **PERMIT PROCESS**



**Additional Information:**

1. Not all permits will be reviewed by each trade. (i.e. Structural, Zoning, Fire, etc.). The Building Division will inform residents which trades need to review the permit based upon the scope.
2. The time required to process each permit will increase if multiple reviews are conducted due to required corrections. Re-review fees may apply.
3. Certain permits may require review by outside regulatory agencies.
4. Prior to submitting a building permit, contact the Planning & Zoning Division to verify whether additional planning agencies must first approve the project.
5. Each division/trade shall do a complete review of the scope submitted with the permit.