

COMMERCIAL PERMIT PROCESS

(Estimated 10-14 day process providing all agency requirements are met)

Applicant fills out Building Permit Application and submits with 3 copies of the required building plans. If permit is for new construction, additions or exterior work, 3 – 8 1/2 x 11 copies of Site Plan are required. A CD of the plan must be submitted for all new commercial buildings. NOTE: If permit is for new construction or an addition and is not in City limits, Development Review will examine permit and site plan prior to applicant submitting application.

Application is entered onto system and all owner and contractor information is verified before processing. An owner/contractor affidavit is given to applicant to have signed & witnessed. This form is required to issue the permit. A filing fee of \$100.00 is due at time of application.

Permit is processed and copies are sent to the following departments for approval if applicable. i.e. Development Review, Zoning, Health Department, Grading, Utilities, *Plan Review, *Fire Marshal Review, City, Flood Plain, Forest Conservation. *When plan review is complete comments will be mailed to contractor, which will require a reply. Plumbing & Electrical applications must be submitted prior to the issuance of the building permit on existing structures.

When Plans Examiner reviews plans, a bill will be generated for the remainder of the fee and mailed to contractor based on square footage, occupancy type and construction type.

As approvals are returned to Permits from the reviewing agencies, each hold will be satisfied on the system accordingly.

When the owner/contractor affidavit is returned, all fees paid and all required agencies have signed off, the permit will be issued. The permit is mailed to the contractor of record unless a request for a hold for pickup is placed by applicant. The permit and plans, labeled "Field Copy", must be kept at job site.

Inspections must be scheduled at least 1 day in advance. The permit number must be supplied at time of request. Note: All inspections for electrical and plumbing work must be called in by the electrician or plumber. When all required finals are satisfied, the Use and Occupancy will be issued and mailed to the contractor of record or picked up in person with the yellow inspection card.