BUILDING PERMIT SUBMITTALS

You send your digital submittal to the Building Department

Your submittal is complete, according to the check list on your application

NO

Your application will not be accepted. You will be notified that a complete application must be submitted

You will be instructed to re-submit your application when complete

YES

The Building Department Digitally submits the appropriate documents from your submittal to;

CDS DEPARTMENT
Site plan review:
Proposed use review:
Determination and collection of impact fees as applicable.

ROAD AND BRIDGE
(where applicable)
Access application

HEALTH DEPARTMENT
(where applicable)

Septic permit approval

All approvals are returned to the building department

YES

NO

The Building Department will contact you with the amount of and payment options for your plan review fees.

The Department that needs additional information or fees to proceed with your approvals will contact you for documents needed.

Upon receipt of payment, your application **begins** the **plan review** process. **Plan review** may take **up to four weeks**.

When plan review is completed, the Building Department will contact you with permit fee balance due. Upon receipt of payment your permit will be issued digitally, via email.