

Permit Process Outline

1. Complete permit application.
2. Submit application and required construction documents. Item I (1-7)
3. Submit permit and review fee.
4. Submit general contractor application and application fee.
5. Application, construction documents and contractor registration reviewed.
6. After approval the permit will be issued.
7. Permit must be visibly posted on the property and remain there through the issuance of the occupancy permit as well as the subcontractor applications.
8. Inspections must be made at the completion of specific construction phases.*
 - a. Inspections require 48 hour notice for scheduling.
 - b. Incomplete work will require need to be scheduled re-inspection.
 - c. The applicant is responsible for calling for all inspections and re-inspections.
 - d. Work cannot proceed to the next phase with out approval of the current phase.
9. Phases of work to be inspected.
 - a. Foundation piers ready for pour.
 - b. Gravity plumbing ready for cover.
 - c. Foundation ready for concrete.
 - d. Structural framing complete.
 - e. Plumbing complete and ready for cover.
 - f. Rough in electrical complete.
 - g. Mechanical rough in.
 - h. Plumbing final.
 - i. Electrical final
 - j. Mechanical final.
10. Occupancy permit issued.

* Owners licensed engineer is allowed to submit a sealed inspection letter for each phase.

Permitted & Unpermitted Work

Unpermitted Work

- a. in progress
- b. completed

Permitted Work

- a. completed
- b. no inspections performed
- c. permit has expired
- d. notice of violation of city ordinance
- e. fines