

Building Permit Submittal Process & Timelines

1 Building Permit Application Submitted by Applicant



3-4 weeks

2 Preliminary Review by City Staff



3 Building Permit Submittal is found to be COMPLETE



3 Building Permit Submittal is found to be INCOMPLETE



4 An Email is Sent to Applicant that the Building Permit Submittal is Routed for a Detailed Review with an Anticipated Plan Review Turnaround Date



4 An Email is Sent to Applicant to Request Missing Items



2-12 weeks depending upon project type

5 Detailed Review of the Building Permit Submittal for All Disciplines Followed by Issuance of the First Plan Review Comment Letter

