Commercial Building Permit Process

START

PLANNING DIVISION

APPLY FOR COMMERCIAL SITE PLAN

FILES/PLANS NEEDED FOR APPLICATION:

DRAINAGE REPORT
TRAFFIC REPORT
FLOOD PLAIN AREAS
LANDSCAPE PLAN
PLOT / SITE PLAN
WASTEWATER/INDUSTRIAL DISCHARGE APPLICATION
FENCE PERMIT
(SEPARATE APPLICATION)

BUILDING INSPECTION DIVISION

APPLY FOR BUIDING PERMIT

FILES/PLANS NEEDED FOR APPLICATION:

COMMERCIAL PLANS
FIRE PLANS (TO CCFD)

ENGINEERING DIVISION

APPLY FOR ROW PERMIT

FILES/PLANS NEEDED FOR APPLICATION:

PERMIT TO CONSTRUCT
2" WATER SERVICE AND/OR
4" SEWER SERVICE
UTILITY PLANS
UTILITY REPORT

PERMIT ISSUED BY BUILDING INSPECTION

FLC SUBMITTAL
- PLANNING
- GIS

COUNCIL ACCEPTANCE OF UTILITIES

END

TCO/CO
CERTIFICATE OF OCCUPANCY
BUILDING INSPECTION