

PERMIT INTAKE

- Applicant is greeted by permit staff
- Permit staff determines nature of permit, assists in gathering forms, and begins calling necessary staff to get approval for intake
- Preliminary review – A cursory review to ensure enough information is available to do a complete review
 - Planning: Review site plan, setbacks, land use
 - Building: Check for complete building plans, structural needs, required documents
 - General Engineering: Check grading and drainage, water and sewer access
- Upon approval for intake, permit staff enter data into computer, collect fees (Permit Fee and Plan Review Fee) and prepares file for formal review
- If using previously approved plans, the plan review fee is reduced 40%. Plans must be stamped approved with reviewers signature from previous permit.
- Permits are reviewed in the order they are received unless an expedited review is requested (Early Start, Fast Track, Special Expedited review)

RESIDENTIAL EXPEDITED REVIEW

- Applicant must state in writing that plans are complete
- Plan reviewers must have all information to complete the review
 - No pending use permits
 - No requests for detailed information
 - Engineered details?
 - Site plan clarification?
 - Materials specifications?
 - Missing dimensions?
- Review moves to the top of the list
- No additional fee – CBJ recognizes that significant time and cost goes into preparing documents that comply with requirements.

PHASED APPROVAL

The Building Official may issue an authorization for construction of part of a building, structure or building service equipment before submission or approval of complete plans and specifications. Provided adequate information and detailed statements have been filed complying with all pertinent requirements of the technical codes. The holder of such authorization shall proceed at the holder's own risk without assurance that the building permit for the entire building, structure or building service will be granted.

- Commercial reviews – includes multi-family

EARLY START

- Most often used to set foundations before weather prohibits concrete work
- Building application must be in review for 10 working days.
- Used for site prep and foundations only
- Plans must be complete to allow a full review
- Permit review is expedited, and moves to the top of the list
- Early Start Fee is in addition to the Building Permit Fee and the Plan Review fee
 - The value of the site work and foundation only will be used to calculate an additional fee

FAST TRACK

- For larger projects, permits phases of work to proceed while waiting for information -
- Partial plans allowed– Adequate information must be submitted to allow complete review of requested phases.
- Fast Track Fee is 50% of Building permit fee, and is in addition to Permit Fee and Plan Review Fee
- Fast track fee is charged only once, subsequent requests are included
- Permit is reviewed normally – This is not an expedited review

SPECIAL EXPEDITED PLAN REVIEW

- At the discretion of the Director of CDD, allows for issuance of a building permit prior to the issuance of a land use permit.
- Does not meet requirements for Fast Track or Early Start authorizations.
- Applicant must show in writing that an expedited review is necessary to meet project schedule
- Work done before permit is issued is “at risk”, and may be required to be removed
- All plans and submittal documents must be complete and adequate to allow a complete review
- All fees must be paid before issuance – including building fees, zoning fees, engineering fees.
- Fee is \$54 for commercial review, residential review is free