

BUILDING PERMIT PROCEDURES

Step 1: Review

Review the submittal requirement checklist and make sure you have the correct documentation so you may apply for the permit.

Step 2: Permit submittal is accepted

Once the Office of the Building Official staff accepts the permit application and plans package, it will be attached and entered into our permit database.

Step 3: Permit submittal distributed for review

Once the permit has been entered into the database, it is transferred to the appropriate plan reviewer for review depending on the complexity and scope of the project. The plan reviewer is responsible for making sure that the submitted plans meet current codes and regulations. Our preferred time frame in completing this step is:

- Minor projects – five (5) to seven (7) business days
- Major projects – fifteen (15) to twenty-five (25) business days (depending on size of project)

Step 4: Plan reviewer sends comments to designer

Once the plan review is complete, the Building Division staff will forward comments to the designer and project manager. All of the items listed in the review need to be addressed prior to the permit being issued. If the plans are approved with no items to be resolved, skip to Step 6.

Step 5: Designer submits reviewed responses to Office of the Building Official

It is the responsibility of the designer to respond to the review comments in a timely manner, as the permit application will be on "hold" until the responses are received. Once the responses are received, our goal is to re-review them within five (5) to seven (7) business days.

Step 6: Re-Submittals are checked

If all plan review code issues are resolved, the permit is then approved and ready to be issued.

Step 7: Permit issued & fees *(as applicable)*

Upon approval, the project manager will be called and notified of the permit ready to be issued and fees due. The project manager will receive a copy of the plan review along with a permit card which must be displayed for the duration of the project in a conspicuous place.

Step 8: Required Inspections

It is the responsibility of the owner/agent to ensure that all inspections are completed. Please email inspections@jdwmidwest.com to schedule inspections. We require the permit number, type of requested inspection(s), and 24-hours' notice when calling for an inspection. Make sure your contractor gives you copies of all the inspection reports to be certain the required inspections are approved before proceeding on to the next phase of the work.

Step 9: Final Inspection Approved & Issuance of the Certificate of Occupancy

It is the project manager's responsibility to ensure that all required inspections are completed, approved and the permit closed out.