



Plan Review

- Review includes concurrent review by Building, Engineering, Fire, Health, and Planning / Zoning (If applicable). Corrections must be made and returned within 180 days.
- Commercial plan review may take 2-3 weeks depending on corrections.
- New residential plan review may 1-2 weeks depending on corrections.
- Minor permits such as trades, accessory buildings, pools, Etc., may take 1-2 weeks depending on any deficiencies in the plans.
- All Building plans and applications must be submitted to the Building / Permit Department for review. Fire Plans/Documents shall be submitted to the Fire Department. Civil Plans must be submitted to Public Works.
- Incomplete applications or plans may not be accepted.
- Our goal is to review complete and accurate plan submittals in a manner that will get them released to build as quickly as possible. Incomplete submittals will require more time to approve.
- Please be sure that all required forms and documents are submitted with the plans and application.
- A plan review fee must be paid prior to review and re-submittals are an additional cost.
- Please read any notes or restrictions included on your approved submittal. Disapproved submittals can be sent back for corrections.
- Any and all fees must be paid before a Permit is issued.
- Construction must begin with 180 days from the date of the issued permit or the permit becomes null and void. You may request an extension in writing to the Building Official.
- One inspection must occur for each 180 days or the work will be considered abandoned and the permit become null and void.
- Once the plans are approved please be advised that field Code corrections on the project can be made.
- Be advised the following are considered separate permits:
 1. Fences
 2. Irrigation
 3. Outdoor Kitchens (not on submitted plans for new home)
 4. Swimming pools
 5. Patio covers or arbors (not on submitted plans for new home)
 6. Fire suppression systems
 7. Water treatment systems
 8. signs