



### Apply Online for a Permit

The applicant submits construction documents online.

The Permit Technician then reviews them for completeness according to the submittal checklist.



### Pay Plan Check Fee

The applicant pays the calculated plan review fees prior to the routing of the plans.



### Plans Routed for Review

Permit Technicians assign the plan review time and route the drawings to the required divisions (Building, Engineering, Fire, and Planning) for concurrent plan checks.



### Pay Fee Balance

Once the plans are approved, the Permit Technician calculates all applicable fees, including any additional plan check fees.

The applicant then pays the appropriate permit fees.



### Plans are revised/resubmitted

The applicant corrects the plans and provides the additional information requested.

The Permit Technician reviews the resubmittal to verify the response letters and ensures that the resubmittal is complete.



### Plans are Reviewed

Each team reviews the plans for compliance with the local adopted codes, standards and regulations.

If corrections are needed, they comment on necessary changes or request missing information or documentation.



### Pre-Construction Meeting

A pre-construction meeting is scheduled to review conditions of approval, pre-occupancy requirements, and construction procedures with city staff before the permit is issued.



### Permit is Issued

The Permit Technician will issue the permit and stamped approved drawings through the GO Permit Portal.



### Building Inspections

Applicants schedule inspections through the GO Permit Portal, and the Building Inspector will inspect the construction at various stages to ensure compliance with approved plans.



### Final Inspection

During the final inspection, the final clearance form is verified for completion with all divisions and fee payments before signing off and issuing the Certificate of Occupancy.