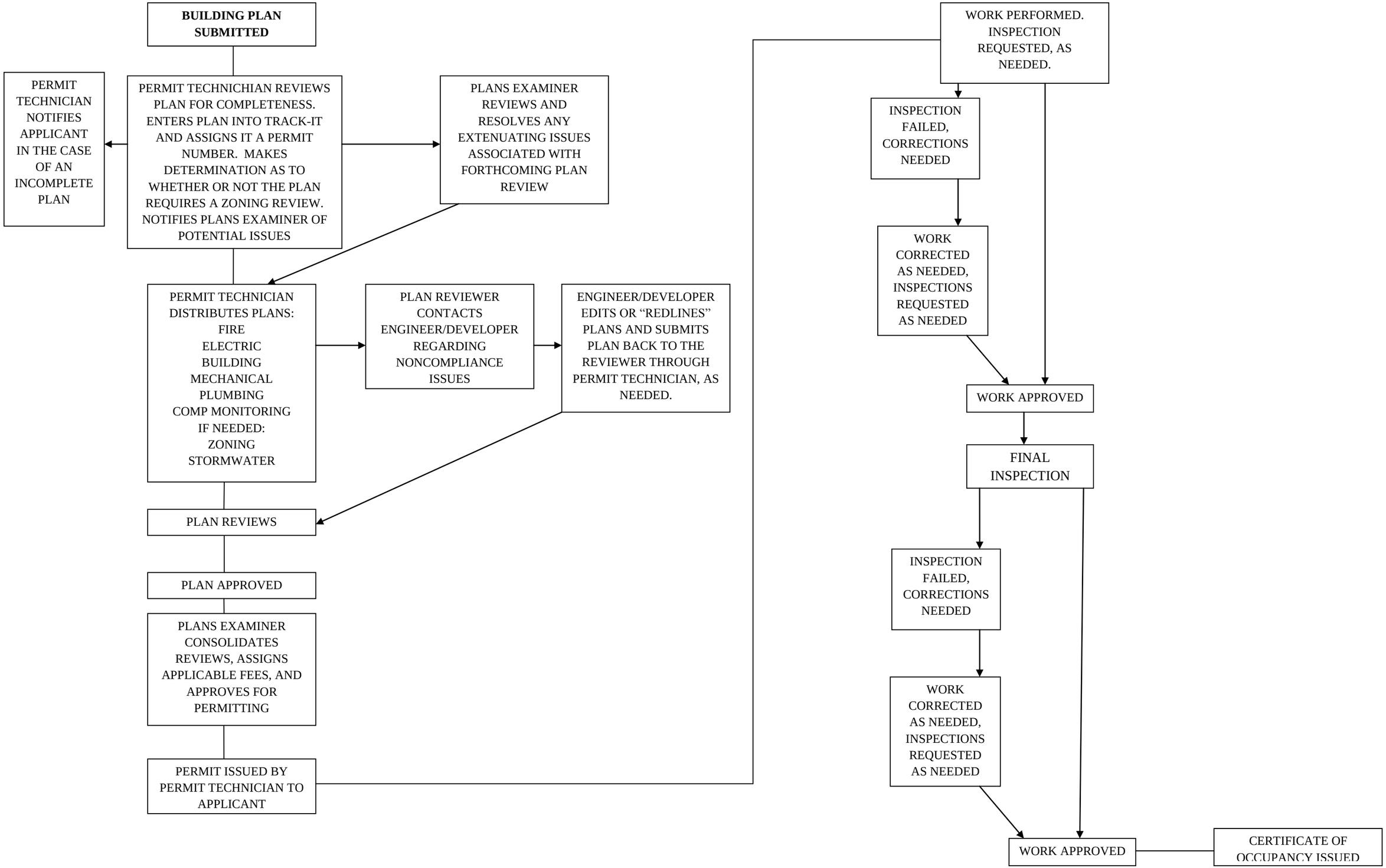
BUILDING PLAN SUBMITTED
PERMIT TECHNICIAN NOTIFIES APPLICANT IN THE CASE OF AN INCOMPLETE PLAN
PERMIT TECHNICHIAN REVIEWS PLAN FOR COMPLETENESS. ENTERS PLAN INTO TRACK-IT AND ASSIGNS IT A PERMIT NUMBER. MAKES DETERMINATION AS TO WHETHER OR NOT THE PLAN REQUIRES A ZONING REVIEW. NOTIFIES PLANS EXAMINER OF POTENTIAL ISSUES
PLANS EXAMINER REVIEWS AND RESOLVES ANY EXTENUATING ISSUES ASSOCIATED WITH FORTHCOMING PLAN REVIEW
PERMIT TECHNICIAN DISTRIBUTES PLANS: FIRE ELECTRIC BUILDING MECHANICAL PLUMBING COMP MONITORING IF NEEDED: ZONING STORMWATER
PLAN REVIEWER CONTACTS ENGINEER/DEVELOPER REGARDING NONCOMPLIANCE ISSUES
ENGINEER/DEVELOPER EDITS OR "REDLINES" PLANS AND SUBMITS PLAN BACK TO THE REVIEWER THROUGH PERMIT TECHNICIAN, AS NEEDED.
PLAN REVIEWS
PLAN APPROVED
PLANS EXAMINER CONSOLIDATES REVIEWS, ASSIGNS APPLICABLE FEES, AND APPROVES FOR PERMITTING
PERMIT ISSUED BY PERMIT TECHNICIAN TO APPLICANT
WORK PERFORMED. INSPECTION REQUESTED, AS NEEDED.
INSPECTION FAILED, CORRECTIONS NEEDED
WORK CORRECTED AS NEEDED, INSPECTIONS REQUESTED AS NEEDED
WORK APPROVED
FINAL INSPECTION
INSPECTION FAILED, CORRECTIONS NEEDED
WORK CORRECTED AS NEEDED, INSPECTIONS REQUESTED AS NEEDED
WORK APPROVED
CERTIFICATE OF OCCUPANCY ISSUED