Now that you have completed your sketches, it is time to have them reviewed by the Permit Center staff to determine the zoning requirements, what planning approvals/permits will be required, if there are any physical constraints, if the project needs to be fire sprinklered, what the applicable code requirements are, and what the potential fees will be. These reviews are from the perspective of Zoning, Civil Engineering, Fire Prevention, local ordinances, and Building Codes. Additionally, the Permit Center staff will identify any other applicable rules, regulations, or ordinances that apply to your project. While these reviews are performed in a single visit, they may be performed by one or more Permit Center staff members.

The following pages should be used to record information you receive from Permit Center staff. In addition, staff will use the attachment pages to provide you with the necessary handouts and worksheets outlined for your project.

Zoning

This review is important because it applies the zoning codes that determine allowable heights, lot coverage, design criteria, and land use. During this review, Permit Center staff will determine what zoning Approvals and/or permits will be required to move the project forward. If the project requires more than a simple sign-off, Permit Center staff will outline applicable zoning permit submittal requirements and fees.

Notes:			
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- Attach Applicable Zoning Regulations
- Attach Planning Permit Submittal Requirements
- Attach Planning Application
- Attach Applicable Planning Permit Fee Schedule

Engineering

The Engineering review, conducted by Permit Center staff, will be for the purpose of identifying any easements, utilities and/or other infrastructure improvements that might fall within the project area. This review will determine if there are any legal constraints or physical utility improvements that will prohibit construction in your proposed project area. In addition, this review evaluates drainage, driveway locations, and street improvements to ensure continuity to the public way. Permit Center staff will determine if any encroachment or other permits are required.

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- Attach Site Map
- Attach Applicable Easement Language
- Attach Applicable Engineering Permit Submittal Requirements
- Attach Engineering Permit Applications
- Attach Applicable Permit Fee Schedule

Building Codes

Permit Center staff will identify applicable Building Codes requirements. Generally, this review is from the perspective of the Building and Fire Codes, as well as City Ordinances, to establish baseline information from which the Building Permit(s) are reviewed. Trade work such as Mechanical, Plumbing, Electrical, and Fire Sprinkler installations can also be discussed at this time but usually, the project planning step is too early for specialized reviews. More specific plan reviews will be performed upon your actual permit submittal package during the Building Permit plan check. At this time, Permit Center staff can provide Building Permit Fees, Development Fees, School Fee information, and any other fees that the project may be subject to.

Notes:	 	 	
	 	 	

- Attach Personalized Building Permit Fee Estimate
- Attach Personalized Development Fee Estimate
- Attach School Fee Information
- Attach Zone 7 Form
- Attach Fire Sprinkler and Security Ordinance Information

Preliminary Review Wrap-Up

While this preliminary review may seem daunting, consider what has been accomplished. By virtue of providing sketches, you have obtained the information you need to begin the permit process for your new one or two family home, addition, remodel or alteration. For additions, you have planned your project to be integrated into the existing structure design by providing architectural continuity and interior circulation. In addition, you know if your project conforms to applicable codes, ordinances, and property constraints. Of greatest benefit, however, is that little to no financial investment has been made to get to this point. With the information gathered from the Permit Center staff, it is now time to move to the next step of project development.

Note: If it has been determined that your project requires planning permit(s), please proceed to Step 4 of this manual for development of drawings suitable for obtaining the appropriate approval.

If it has been determined that your project needs a planning approval that can be obtained as a counter sign-off, please proceed to Step 6 of this manual for development of construction documents suitable for obtaining Building Permits.