

Preliminary Review

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.

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

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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**

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- **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**

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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.