



# SUBMITTAL INSTRUCTIONS

## SUBMIT

To ensure speedy processing, submit all documents indicated on the **Application Checklist** for your project. Visit our [Forms and Handouts page](#) if you need an Application Checklist.

You must submit all documents and pay applicable fees within **5 working days** of the date your application is created or the entire submittal will be voided.

## REVIEW

Appropriate staff will be assigned to review your project once your application is complete. You may receive correspondence from each of these reviewers. Until all requests for changes and additional information have been satisfied, your permit will not be approved.

All staff assigned to review your permit to build something must approve the **Site Plan**. Each assigned reviewer will sign and date an approval stamp on the final site plan.

## RESUBMIT

**Use the Resubmittal Description** box to identify the name of the person whose request you are satisfying. For responses to multiple requests, be sure to list the name of all reviewers. A To-Do-List alert is sent to everyone assigned to review your project when a resubmittal is processed.

**Combine files** into the appropriate categories and Resubmit one file whenever possible. For example, combine all architectural sheets as one file, combine all structural sheets as one file, and combine all energy sheets as one file.

**Identify all changes** with a cloud or by memo so that we can get it to the correct person for review. Resubmittals that don't somehow indicate the changes are subject to rejection. Please do not resubmit documents that haven't been changed.

**Changes to an Issued Permit** will result in your permit being taken out of Issued status until all staff assigned to your project approves the changes. A new site plan is required if there are changes to the building footprint.

A **Fee** may be charged for your resubmittal, if so, that should be stated in the request for information.

## Glossary of Application/Permit Status Terms

**Accepted** – The application has been accepted and is pending review by department staff.

**Approved** – The application has been approved; a permit to build will issue once all fees are paid.

**Approved on Hold** – Final documents are ready for signature, or a comment period is pending.

**Final** – All inspections are complete, building occupancy is allowed.

**Issued** – A permit to build has issued and inspections can be scheduled.

**Processing** – The submittal is under review by a permit technician, or waiting for payment.

**Received Back** – A resubmittal has been processed and is awaiting review.

**Request** – The proposal has been reviewed, the reviewer needs more information.

**Returned** – The application submittal is incomplete and additional documents are required.

## QUESTIONS?

If you have questions about the review of your submittal or application, contact the staff person assigned. You can see who is assigned to your project by looking at your application [online](#).

