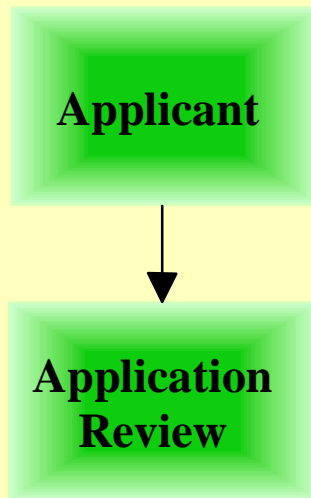


# Start

Applicant submits three (3) copies of the plans for permit along with a copy of the Project Review Committee (PRC) letter (if applicable), and the building permit checklist.

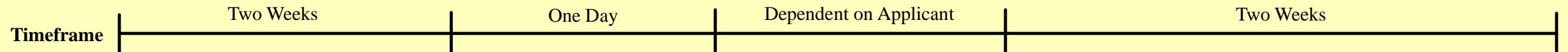
The application must contain ALL of the required materials and plans must meet minimum standards prior to acceptance over the counter.



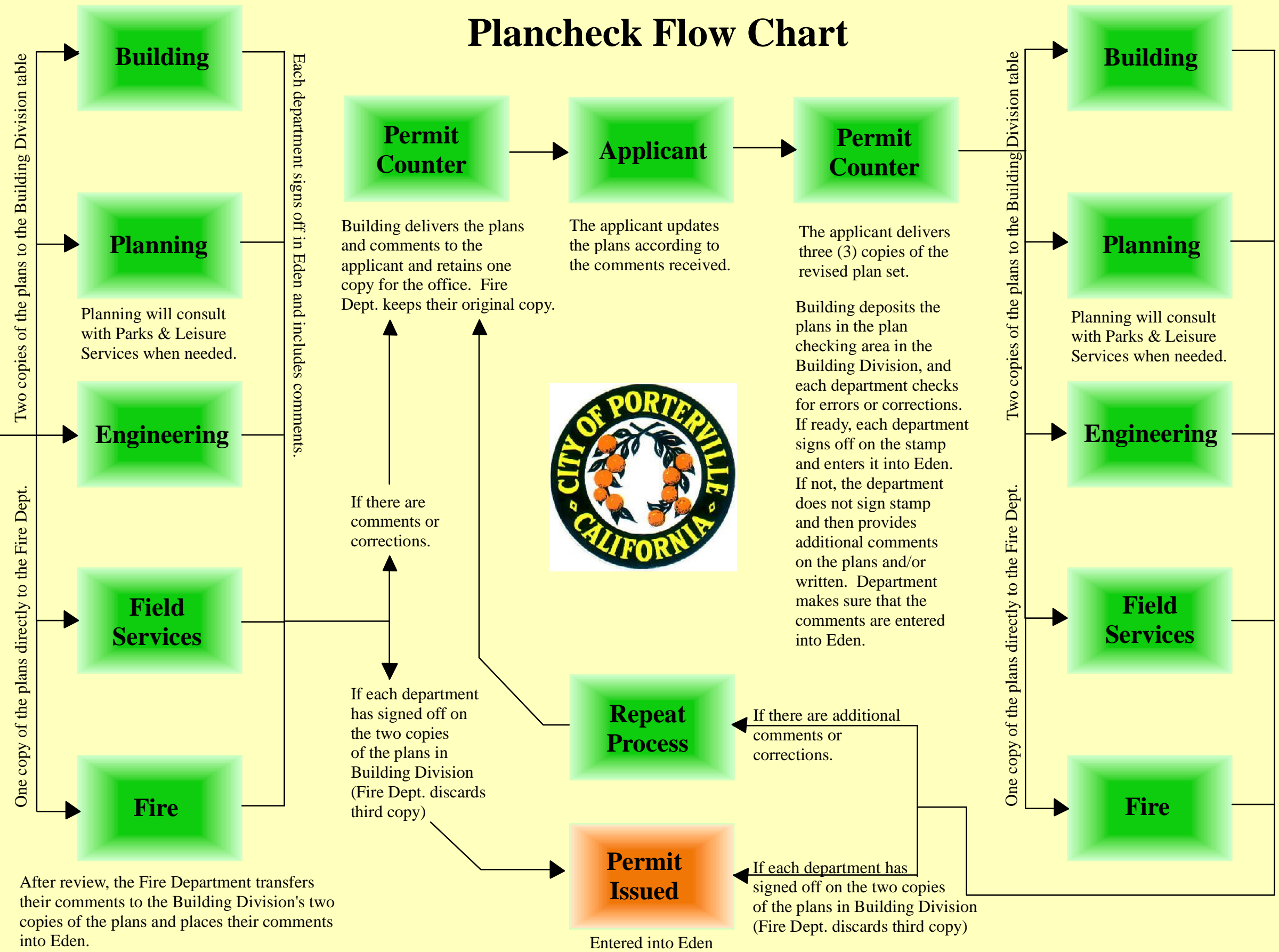
Staff from the Engineering and Planning Divisions\* reviews the application, PRC letter and checklist with the applicant. If the application is complete, the counter staff enters the permit information into Eden, deposits the plans plan checking area in the Building Division, and sends an email out to each department regarding the new plans.

Other than the Fire Department, each department reviews the plans at the Building Division table, makes comments on the plans and enters their comments into Eden. Additional written comments may be left with the Building Division.

\* - For the application review process, The Engineering staff used shall be (1) Dave Behrens, (2) Javier Sanchez, (3) Michael Reed. The Planning staff used shall be the project planner (when applicable). If there is no project Planner assigned, the Planner assigned to counter at the time of submittal shall be used.



## Plancheck Flow Chart



Two copies of the plans to the Building Division table

One copy of the plans directly to the Fire Dept.

Each department signs off in Eden and includes comments.

Two copies of the plans to the Building Division table

One copy of the plans directly to the Fire Dept.

**Permit Counter**

**Applicant**

**Permit Counter**

Building delivers the plans and comments to the applicant and retains one copy for the office. Fire Dept. keeps their original copy.

The applicant updates the plans according to the comments received.

The applicant delivers three (3) copies of the revised plan set.

Building deposits the plans in the plan checking area in the Building Division, and each department checks for errors or corrections. If ready, each department signs off on the stamp and enters it into Eden. If not, the department does not sign stamp and then provides additional comments on the plans and/or written. Department makes sure that the comments are entered into Eden.



If there are comments or corrections.

If each department has signed off on the two copies of the plans in Building Division (Fire Dept. discards third copy)

**Repeat Process**

If there are additional comments or corrections.

**Permit Issued**

Entered into Eden

If each department has signed off on the two copies of the plans in Building Division (Fire Dept. discards third copy)

After review, the Fire Department transfers their comments to the Building Division's two copies of the plans and places their comments into Eden.