



## 1. Orientation Meeting

**Purpose:** This is an Initial meeting to provide an opportunity for a potential applicant and staff to informally discuss a proposed project and to identify the applicable development standards, plans, policies and laws.

**Attendees:** Applicant/Agent, Building, Planning/Transportation Staff

**Customer Provides:** General drawings and ideas

**TLS Provides:** Feedback on applicable codes, standards etc.; Agency contact list; Pre-Submittal Consultation Request Form and Checklist

## 2. Pre-Submittal Consultation

**Purpose:** To provide a preliminary evaluation of the project at the 30% stage; facilitate communication with utilities/agencies; and learn what is required for the Application Submittal Meeting

**Attendees:** Applicant(s) Agent, Engineer, Architect, Design team, Building, Planning/Transportation Staff, needed reviewing agencies

**Customer Provides:** Basic building plan/info, 30% plans, preliminary engineering, preliminary stormwater

**TLS/Agency Provides:** Preliminary feedback at 30% stage, facilitate prelim agency comment,

## 3. Submittal Meeting

**Purpose:** To review application materials for quality & submittal of a complete application packet

**Attendees:** Applicant/Agent, Building/Planning/Transportation Staff

**Customer Brings:** All required documents listed in Pre-Submittal Meeting in paper and electronic (PDF, TIF, JPG) format, required money for fees

**TLS Provides:** Either accepts the application and issues a Notice of Complete Application with a receipt for fees paid OR a list of what materials are still missing.

**NOTE:** In order to ensure as quick of an approval process as possible ALL required materials must be provided at the submittal meeting or we cannot accept your application

**At this stage, your application is in process and formal review commences**

## 4. 14 Day Comment/Application Review

**Purpose:** Staff and agencies review in detail the submitted application materials and either approve or identify deficiencies/corrective actions

**TLS/Agency Provides:** If at the end of the 14 day comment period we are unable to approve the application due to a deficiency or correction(s) needed; a summary deficiency letter (Letter of Additional Info) will be emailed to applicant.

**NOTE:** In order to assure timely review and approval of your project, ALL of the items listed in

the Letter of Additional Info must be submitted together. Partial submittals will not be accepted.



## 5. Approval

Once any deficiencies or correction actions have been address your project is approved. Someone from the Building Division will call you to let you know that your building permit is ready for issuance. Applicable fees will need to be paid and the Building Permit needs to be signed for before work begins.

## Fees

Building fees are calculated based on a valuation of the building. Engineering and land use review fees are calculated on a cost recovery basis