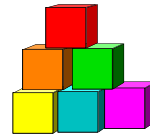


BUILDING BLOCKS



BUILDING REVIEW PERFORMANCE STANDARD Effective June 21, 2010 – Revised June 16, 2014

In order to reduce the amount of time from permit application to permit issuance, the Growth Management Division (GMD) has established the following revised building permit application and review standards.

These building permit review standards shall apply to GMD reviews, including trade¹ reviews and all associated zoning, engineering, and environmental reviews that are located on properties within previously approved or platted development sites.

- ❖ Please note that reviews provided by those agencies that are considered to be external to the GMD Planning and Regulation section, such as fire plan reviews, Health Department reviews, utility reviews, and transportation reviews, are excluded from the provisions within the process/time schedule listed below.

Standard time frames and requirements for building permit application reviews:

- ❖ All plan reviews require the applicant to submit a sufficient number of plan sets, identified within the table below.
- ❖ In the event that building permit application reviews are not completed within the listed timeframes (not including outside agencies), applicants shall be eligible for a refund of 50% of the building permit application review fees.

NEW CONSTRUCTION PERMITS

Permit Type	Number of Plan Sets	Review Time Frame
One and Two Family Units	Three (3) Sets ²	5 Business Days
Commercial – three (3) or more trades	Five (5) Sets ²	15 Business Days

ALTERATIONS, ADDITIONS, AND MINOR PERMITS

Permit Type	Number of Plan Sets	Review Time Frame
Single Family –new (One and Two Family Units) *	Three (3) Sets ²	5 Business Days
Commercial – single trade review	Five (5) Sets ²	5 Business Days
Commercial – two (2) trades review	Five (5) Sets ²	10 Business Days
Commercial – three (3) or more trades review	Five (5) Sets ²	15 Business Days

*Health Department: Additional set required

*For Residential Plans on septic or well, please provide all necessary Health Department documents (set of plans) including: septic application, site evaluation, survey, site plan showing septic/well, and floor plan.

PERFORMANCE STANDARD TIME FRAME BEGINS THE NEXT BUSINESS DAY OF THE COMPLETED PERMIT APPLICATION AND PAYMENT OF FEES, AND RUNS UNTIL THE ISSUANCE OF A COMMENT/REJECTION LETTER OR A PERMIT APPROVAL. APPLICATIONS OR PAYMENT RECEIVED AFTER 3:00 p.m. WILL BE PROCESSED THE NEXT BUSINESS DAY (Example: Applications received after 3:00 p.m. on Monday will be entered in the system by the next business day, Tuesday, and the performance standard time frame will begin on the following business day, Wednesday or when all fees are paid).

¹ Any single GMD Planning and Regulation section that performs singular or specialty types of reviews.

² Please see the table on the next page for a complete listing of exceptions and the required number of copies for various types of permit applications.

**** EXCEPTION TO ABOVE LISTED NUMBER OF SETS****

One & Two Family Units*

Application Type	# Sets
Doors Size-for-size	2
Docks	2
Domestic Water Heaters	2
Fence	2
Gas Natural	2
Gas Piping	2
Gas Tank	3
Irrigation	2
Low Voltage Electrical	2
Low Voltage Photovoltaic	3
Marine (Docks, boat lifts, seawalls, pilings, rip rap)	2
Master Permit	2
Master Pool	2
Mechanical A/C Replacement (over-the-counter)	0
Mechanical Air Handler/Condenser only (over-the-counter)	2
Mechanical Line Set	0
Mechanical Duct Work (over-the-counter)	0
Permit from Master	3
Pool	2
Pool Water Heater	2
Photovoltaic	2
Re-roof Metal	2
Re-roof Shingle, Tile, Flat	0
Residential Complete Demo	2
Screen Enclosure/Awning	2
Screen Enclosure "Pan roof"/Carport	3
Shutters	2
Windows – Size-for-size	2
Pole Barns	2
Sheds (septic additional set)	2

Commercial

Application Type	# Sets
Doors Size-for-size	3
Docks	3
Water Heaters (Multi-family)	0
Fence	3
Gas Natural	3
Gas Piping	3
Gas Tanks (Propane, Fossil Fuel)	5
Irrigation (no fire review)	2
Low Voltage Electrical	3
Dumpster	3
Marine (Docks, boat lifts, seawalls, pilings, rip rap)	5
Master Permit	5
Cell Tower	5
Mechanical A/C Replacement Multi-family less than 5 tons or 2000 CFM	0
Air Handler/Condenser Multi-family (less than 2000 CFM- no fire review)	2
Line Set (Multi-family over 2000 CFM)	3
Mechanical Duct Work	3
All Commercial Mechanical A/C Replacement over 5 tons or 2000 CFM	3
Pool/Fountains – Commercial	5
Cooling Towers	5
Refrigeration/Coolers	5
Re- roof Metal	2
Re-roof Shingle, Tile, Flat	0
Commercial Complete Demo	3
Screen Enclosure/Awning	3
Shutters	3
Signs/Flagpoles	2
Solar	5
Suppression (Fire)	5
Window –Size-for-size	3

ONE AND TWO FAMILY BUILDING PERMITS

One and Two Family building permits require three (3) sets of plans. A minimum of two (2) of these plan sets shall be signed and sealed, as determined to be applicable by the building official or his/her designee.

One and Two Family building permit reviews shall be completed within 5 business days.

COMMERCIAL BUILDING PERMITS

Commercial building permits require five (5) sets of plans. All plan sets shall be signed and sealed, and be accompanied by no less than one (1) copy of product approval sheets and an index sheet attached to all sets of plans. A stamped and approved copy of the project's most current Site Development Plan (SDP) or Site Improvement Plan (SIP) shall be provided with each permit set when improvements include any exterior work and/or involve a change in use with regard to zoning regulations.

For sites which pre-date SDP requirements, a site plan identifying existing conditions shall be submitted with the required building permits.

Commercial building permit reviews, to include multi-family, shall be completed within 15 business days.

FIRE ONLY BUILDING PERMITS (See building permit application for list of fire type permits)

Fire only types of building permits require four (4) sets of plans. All plan sets shall be signed and sealed.

ALTERATIONS, ADDITIONS, AND MINOR BUILDING PERMITS

- a) One and Two Family building permit application reviews shall be completed within 5 business days.
- b) Commercial building permit applications, to include multi-family, requiring only a single trade review shall be completed within 5 business days.
- c) Commercial building permit applications, to include multi-family, requiring two (2) trades reviewed shall be completed within 10 business days.
- d) Commercial building permit applications requiring three (3) or more trades reviewed shall be completed within 15 business days.

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