Commercial Permit Flowchart

Approved Final Development Order

Complete Commercial Permit Application with Survey/Site Plan – Must have Zoning and 911 Addressing Approvals

Concurrently with Development Order

Commercial Permit Application without approvals (Review Only)

Submit (3) Sets of Engineered Construction Drawings meeting requirements of the current FBC and Energy Forms for Review by Building and Fire Concurrently
Plan Review Fee Due for Review to Start

If required State agencies approvals are required prior to permitting.

- Department of Business and Professional Regulation – Division of Hotels and Restaurants – Restaurants
- Department of Health – Swimming Pools – Septic - Well
- Environmental Protection Commission – Underground fuel tanks or piping

Complete Supplementary Forms:

Construction Waste, List of Subcontractors, Notice of Commencement, Sanitary sewer/water receipt or letter indicating facilities are available.

Plans Approved and all necessary approvals received: Permit Fee Due and Permit Issued

Plans Approved – permit pending approved final development order

Final Development Order Approved, Permit Application Approvals Received, Plans Approved: Permit Fee Due and Permit Issued