

- I. Offer a pre-submittal meeting
- 2. Enable all forms and applications to be interactive to allow applicant to fill out and submit online
- 3. Each department to provide a review checklist to engineer so engineer can ensure all necessary information is provided on plans prior to submittal
- 4. Time from application submittal to permit issuance should be 7-10 business days
- 5. Review building & site plans concurrently without additional fee, understanding building permit will not be issued until site plan is approved
- 6. Have consistent building permit applications throughout the county
- 7. Measure accountability
  - a. Example:
    - i. Use online tracking software showing where project is in the process (department, name of individual reviewing) and date it has been approved by each depart reference County software
- 8. Limited to 2 approval processes (unless life safety issue or applicant changes)
- 9. Implement capability to view status of permit online
- 10. Allow for online resubmissions
- II. Update revised page(s) only
- 12. Have consistent Notice of Acceptance (NOA) sheets throughout the county
- 13. NOA certificates should be due 45 days after permit issuance
  - a. NOA's include:
    - i. Window shop drawings
    - ii. Door shop drawings
    - iii. Roofing shop drawings
    - iv. Metal & Structural Steele shop drawings
    - v. Truss sop drawings
    - vi. Fire sprinkler shop drawings
    - vii. Fire alarm shop drawings
    - viii. Other pre-engineered components
- 14. Minor changes in the field by contractor should be accumulated throughout the job and an as-built package given to county/city at C.O., costing the contractor a minimal amount, if any



- 15. Impact Fees Due at C.O. (unless fee is based on reserving capacity, then make a 10% nonrefundable deposit due at permit issuance)
- 16. Cultural change of staff treat applicant as a client
- 17. Have one point of contact to guide applicant through the process