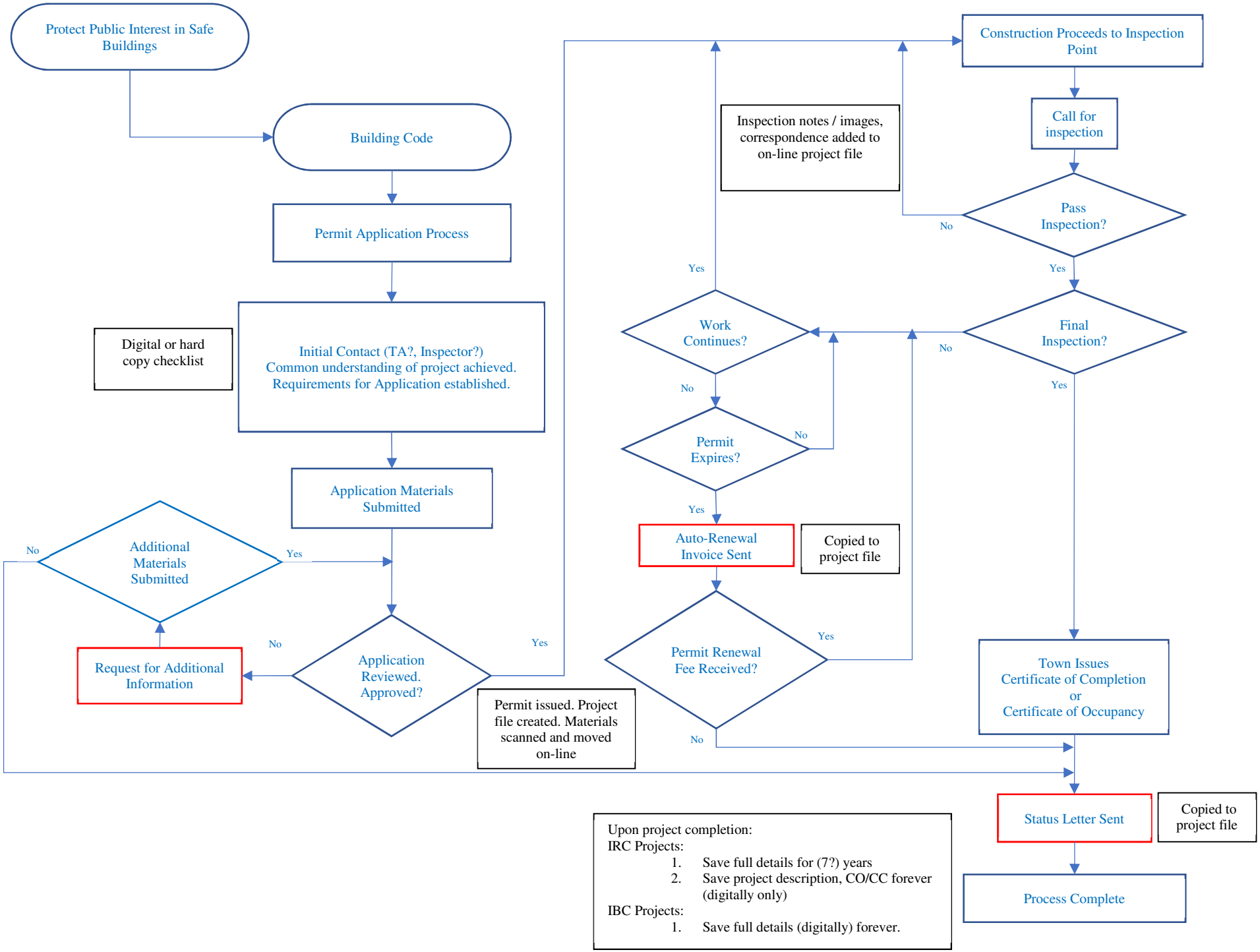
Protect Public Interest in Safe Buildings
Building Code
Permit Application Process
Digital or hard copy checklist
Initial Contact (TA?, Inspector?)
Common understanding of project achieved.
Requirements for Application established.
Application Materials Submitted
Additional Materials Submitted
No
Yes
Request for Additional Information
No
Application Reviewed. Approved?
Yes
Permit issued. Project file created. Materials scanned and moved on-line
Construction Proceeds to Inspection Point
Call for inspection
Pass Inspection?
No
Yes
Inspection notes / images, correspondence added to on-line project file
Final Inspection?
No
Yes
Work Continues?
Yes
No
Permit Expires?
No
Yes
Auto-Renewal Invoice Sent
Copied to project file
Permit Renewal Fee Received?
Yes
No
Town Issues Certificate of Completion or Certificate of Occupancy
Status Letter Sent
Copied to project file
Process Complete
Upon project completion:
IRC Projects:
1. Save full details for (7?) years
2. Save project description, CO/CC forever (digitally only)
IBC Projects:
1. Save full details (digitally) forever.