



Commercial Permitting Process

Step 1- Apply for “Commercial Plan Review” (CPR) permit. Anyone can apply for this permit, such as the design professional. A full set of plans in **PDF format** is required with the application submittal.

Step 2- Once submitted, the application goes through the intake review process. This process is to verify all information is complete and any documents needed have been uploaded. If further information is needed you will receive a notification in the portal and by email. If it is determined during the intake review that a plan review is not required, the project will proceed to Step 5.

Step 3- You will receive a notification in the portal and by email when the intake review been approved and awaiting payment. Payments can be made online using a credit/debit card, in person with cash, check or credit/debit card or by mailing a check. Once payment has been received the project will automatically proceed to the next step.

Step 4- The project now goes through the review process for building and fire code compliance. If any questions arise or additional information is needed, you will be notified in the portal and by email.

Step 5- When the review process is complete, the “Commercial Building Permit” application will be added to your portal account. It will show up as a draft. You will receive a notification for this in the portal and by email. Please complete any missing information on the application, upload any additional documents required and submit the application. All required documents must be uploaded in **PDF format**. If you are not the General Contractor, please have the GC create an account in the portal (if they do not already have one) and provide the email they are using. This will allow us to add the building permit application to their account. The GC must apply for the building permit. The property owner may act as the GC in certain circumstances.