



Residential Permit Review Processing

Permit Type	Receiving Department	Review Comments (Business Days)	Documents required with submission of permit application			
			Plat	Site Plan	Tree Survey	Construction Plans
Garage Sale	Permits	1				
Fence	Permits	1		•		•
Trade Permits	Permits	1				
Re-Roof	Permits	1				
Foundation Repair	Permits	1				•
Irrigation System	Permits	5		•		•
Driveway (Replacement)	Permits	5		•		
Driveway (New/Expansion)	Permits	5	¹ •	•	² •	
Swimming Pool	Permits	10		•	² •	•
New Residential Home	Permits	10	¹ •	•	² •	•
Residential Alteration (No increase in sq. ft.)	Permits	10				•
Residential Expansion	Permits	10	¹ •	•	² •	•
New or Expanding Accessory Structure	Permits	10	¹ •	•	² •	•
Sign	Permits	10		•		•

¹ Required if total valuation exceeds \$50,000 (UDC Sec. 3.1.1.1 (c))

² Required if land area is greater than 10 acres (UDC Sec. 4.2.3.4 (b))



Commercial Permit Review Processing

Permit Type	Receiving Department	Review Comments (Business Days)	Documents required with submission of permit application			
			Plat	Site Plan	Tree Survey	Construction Plans
Trade Permits	Permits	1				
Cut & Fill	Permits	5			•	•
Clear & Grub	Permits	5			•	
Roofing	Permits	5	•			•
Foundation	Permits	5	•	•	•	•
Fence	Permits	5		•		•
Irrigation System	Permits	5		•		•
Driveway (Replacement)	Permits	5	₁ •	•		•
Driveway (New/Expansion)	Permits	5	₁ •	•	•	•
Temporary Membrane	Permits	5		•		
Tenant Occupancy	Permits	5		•		Floor Plan
Foster Home	Permits	5				Floor Plan
Site Work & Prep	Permits	10	•	•	•	•
Sign	Permits	10		•		•
Commercial - New Shell or Complete Building - Main or Accessory	Permits	₂ 10 / ₃ 15	•	•	•	•
Commercial Sq. Ft. Addition (Footprint or parking increases - Main or Accessory)	Permits	₂ 10 / ₃ 15	•	•	•	•
Commercial Build-out (No expansion of building or parking)	Permits	₂ 10 / ₃ 15		•		•

₁ Required if increasing sq. ft. of structure or paving (UDC Sec 3.1.1.1 (c))

₂ Buildings = < 10,000 sq. ft. or plan sets = < 20 pages

₃ Buildings > 10,000 sq. ft. or plan sets > 20 pages