

PPD-STAFF ≤ 4 Units

Submit

- Application
- Fee: \$1,390
- Deposit \$1,390 (City Architect Review)
- 5 full sets of plans at 24" by 36"
- 1 full set of plans at 11" by 17" or 8.5" by 11"
- 1 PDF set of plans
- 3 set of applicable cut-sheets
- 1 material board

Staff assigns a case number and routes to Planning, Building, Fire, Engineering, City Architect, and Police

Staff reviews the application for completeness and mails comments

Up to 30 days

Incomplete

Complete

Applicant Resubmits Revised Plans

Staff approves or denies the applicant's proposal

Approved

Denied

Proceed to the Building Plan Check Process

May be appealed to City Council within 10 business days. Appeals are filed through the City Clerk Department. Fees are to be paid in the amount of \$1,115. (\$565 for appeal, \$150 for posting, \$400 for advertising)