



NOTICE: CHANGES TO BUILDING PERMIT WORKFLOWS AND INSPECTIONS

EFFECTIVE IMMEDIATELY

PERMIT APPLICATION WORKFLOW CHANGES:

Effective immediately, new building permit applications will no longer have construction plans reviewed alongside other departmental reviews. Instead, applicants must have a fully approved site plan prior to construction plan review.

The following permits/approvals (list not exhaustive) must be obtained before construction plans are placed in the review queue:

- Zoning, Critical Areas, Variance, etc.
- Address Assignment
- Road Approach
- Stormwater
- Sewer
- Septic
- Potable Water

PURPOSE OF THIS CHANGE:

- Confirm that the proposed location is buildable before reviewing construction documents.
- Account for the fact that many of the above permits/approvals can affect the location of planned structures.
- Focus plan review resources on projects ready for construction.
- Allow for a higher percentage of fees to be refunded if an application is withdrawn before plan review begins.

ADDRESS INSPECTION REQUIREMENT:

A new "Address Posted" inspection will now be required at the first inspection. This inspection can be requested through the online portal like all other inspections.

Important: If the "Address Posted" inspection fails, no additional inspections will be conducted until the address is correctly posted.

Rationale: Proper address posting prior to construction is essential for community and worker safety, ensuring that emergency responders can quickly locate the site in case of an emergency.

TRUSS REVIEW INSPECTION:

Certain projects will no longer need to submit trusses to the plans examiner for review. Examples include simple pole buildings, small garages, and simple roof structures. Instead, these projects may request a "Truss Review Inspection" if deemed appropriate by the plans examiner during construction document review and added to the inspection list.

When requesting this inspection: Engineer stamped truss calculations must be onsite for inspector review. Failure to provide stamped trusses will result in an automatic inspection failure.

Note: Applicants may still choose to submit trusses with the initial application to avoid later inspection requirements.