



Planning & Community
Development

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Hours of Operation:

Monday 8:00 am–5:00 pm
Tuesday 8:00 am–5:00 pm
Wednesday 1:00 pm–5:00 pm
Thursday 8:00 am–5:00 pm
Friday 8:00 am–5:00 pm

Permit Processing Ends at 4:00 pm Daily

Plan Review

The City reviews proposals for conformance prior to the issuance of permits. This provides reasonable certainty that proposals constructed to the approved plans will comply with the applicable rules and regulations. The types of review that may occur in conjunction with development or construction permits include:

Building

Plans are reviewed for consistency with the State Building Code as amended locally. The scope of building plan review includes review of the structural, plumbing, mechanical, energy conservation, and exiting systems as well as the various non-structural architectural components of the building.

Civil

Plan review addresses the site drainage requirements and the development's effect on public infrastructure including the right-of-way and stormwater systems.

Fire

The Fire Department evaluates the existing and proposed fire hydrants (availability of fire flow) and emergency vehicle access. The Fire Department also determines the need for new or expanded fire suppression and alarm systems.

Land Use

Includes evaluating the proposed use, setbacks, building heights, and lot coverage. In addition a review to identify constraints on the property including critical areas, shorelines and flood plains is accomplished.

Utilities

Independent utilities review proposals connecting to water, sewer, and electrical. The utility agencies review for the developments impact on their systems. Water and sewer districts provide an initial review when you obtain a "certificate of availability". Any conditions imposed by the district on the certificate must be addressed prior to permit issuance or final project approval.

Other Agencies

While the City performs the review of civil, building, and land use and a coordinated review with the Fire Department, occasionally proposals require review by external agencies. If required, the agency permit or approval may be necessary before City permits are issued.

Project Managers

When we have determined that your application is complete based on the criteria listed in the submittal checklist that coincides with your proposal a project manager is assigned. It is the project manager who determines the specific agencies that will need to review your proposal. The project manager will be your main contact with the City and will work to facilitate the review of the plans in a timely manner. Normally the project manager will contact you after receiving the submittal. If you have any questions regarding your application feel free to contact them at any time during the process.