Prerequisite Processing Prior to Submittal of Building Permit Application

![Image](image.png)

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>EFFECTIVE DATE</th>
<th>CODE SECTION</th>
<th>POLICY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Processing Prior to Submittal of Building Permit Application</td>
<td>November 1, 2006 Revised August 2011</td>
<td>CBC 107</td>
<td>2.5.11</td>
</tr>
</tbody>
</table>

PURPOSE:

Due to the establishment of conditions of approval derived from required discretionary review permits, it is necessary to screen projects being submitted for building permit review to determine if proper planning and engineering process review for the particular project has been approved.

POLICY:

Any project requiring discretionary review and approval by the Planning or Engineering division, or a project that requires review that may impact building design or location, is required to have this review completed and approved prior to submittal of a building permit application for plan check.

This includes the following types of entitlement reviews:

1. Design Review
2. Conditional Use Permits
3. Minor Use Permits that may be applicable to building design and location.
4. Hillside Development Permit
5. Landmark Alteration Permit/Cultural Resource Review
6. Tentative Map approval (including small lot subdivisions)
7. Variance to zoning requirements that may be applicable to building design and location.
8. Lot Mergers
9. Lot Line Adjustments
10. Housing Allocation (if there is not a previously set aside allocation for the current year)

- Projects requiring public improvements must have application for public improvements submitted prior to submittal of building permit application.
- A project that has been given discretionary permit approval but is still within the appeal time frames may be submitted for building permit review but the building permit will not be issued prior to expiration of the appeal period.
- Requests for exceptions to this policy must be submitted in writing to the Chief Building Official or the Community Development Director. Requests shall identify project description and clearly identify justification for the acceptance of submittal.

Michael K. Whitaker, Chief Building Official