

SIMPLIFIED BUILDING PERMIT WORKFLOW - PUBLIC



City of
SANTA ROSA
Planning & Economic
Development - Building Division

LAST UPDATED: 23 MAR 2022

COMPLETE DISCRETIONARY PLANNING REVIEW PROCESS (IF REQUIRED) PRIOR TO APPLYING FOR THE BUILDING PERMIT - ENTITLEMENTS MUST BE APPROVED UNLESS CONCURRENT REVIEW IS PRE-ARRANGED & APPROVED BY THE CHIEF BUILDING OFFICIAL

PERMIT APPLICANT (CONTRACTOR OR OWNER) SUBMITS APPLICATION, PLANS, & SUPPORTING DOCUMENTS EITHER IN PERSON (PAPER PLANS - BY APPOINTMENT) OR ELECTRONICALLY (VIA EMAIL TO PERMITSUBMITTAL@SRCITY.ORG)

* FOR MULTIPLE PERMIT NUMBERS/ADDRESSES REPRESENTED ON ONE SET OF PLANS, PROVIDE A MASTER COMMENTS LIST (BUT STILL UPLOAD THAT SAME LIST TO EACH PERMIT NUMBER IN ACCELA DOCUMENTS)

COMMUNITY DEVELOPMENT TECHNICIAN CREATES A PERMIT NUMBER, COLLECTS FEES (WHEN APPLICABLE), & (FOR ELECTRONIC SUBMITTALS) CREATES A SHAREDRIIVE FOLDER

COMMUNITY DEVELOPMENT TECHNICIAN CREATES AN ACCELA RECORD AND ROUTES TO EXAMINER(S) FOR REVIEW

APPLICANT SUBMITS REVISED PLANS, SUPPLEMENTAL DOCUMENTS, A "PROJECT REVISION AND/OR UPDATE TRANSMITTAL FORM," & A WRITTEN PLAN CHECK RESPONSE LETTER ADDRESSING ALL COMMENTS FROM ALL DEPARTMENTS/DIVISIONS

EACH APPLICABLE DEPARTMENT/DIVISION REVIEWS THE PLANS FOR CODE COMPLIANCE

APPROVED?

DEPARTMENT/DIVISION UPDATES ACCELA WORKFLOW TO "DENIED" STATUS, UPLOADS *COMMENTS LIST TO ACCELA DOCUMENTS

DEPARTMENT/DIVISION UPDATES ACCELA WORKFLOW TO "APPROVED" STATUS FOR THEIR REVIEW

WHEN ALL DEPARTMENT/DIVISION REVIEWS ARE COMPLETE, BUILDING PLANS EXAMINER SENDS COMMENTS TO APPLICANT/CONTACT.

WHEN ALL DEPARTMENT/DIVISION REVIEWS ARE APPROVED, THE BUILDING PLANS EXAMINER COMPLETES THEIR PORTION OF THE "READY TO ISSUE" FORM IN THE SHAREDRIIVE FOLDER & NOTIFIES THE COMMUNITY DEVELOPMENT TECHNICIAN THAT PLANS ARE READY FOR ISSUANCE

COMMUNITY DEVELOPMENT TECHNICIAN PREPARES THE RECORD FOR ISSUANCE, ENSURING ALL FEES HAVE BEEN PAID, ADDITIONAL REQUIRED PERMITS HAVE BEEN ISSUED, & PERMIT IS ISSUED

PERMITTEE CALLS FOR INSPECTIONS AT REQUIRED STAGES OF CONSTRUCTION UNTIL BUILT ENVIRONMENT REFLECTS PLANS

BUILDING INSPECTOR FINALS THE PERMIT

NO

YES