Commercial/Multi-Family Site Development and Building Permit Process

1. **Submit Preliminary Site Compliance Plan Comments to Meetings**
2. **Receive Preliminary Site Compliance Plan Comments by Applicant**
3. **Submit Various Required Drawings and Documents**
4. **Receive Returns Checkprints**
5. **Issue Correction Letter**
6. **Submit Corrected Plans to BZS**
7. **Submit Corrections with NOI Approved Number**
8. **Receive Returns Checkprints**
9. **Submit Corrected Plans to BZS**
10. **Submit & Receive Certificate of Appropriateness (Building Elevations, if required)**

**Commercial, Multi-Family Improvements (3-4 months)**
- **Lot Combination/Lot Split (as required)**
- **Foundation Permit**
- **Building Permit**
- **Final Site Compliance Plan (APPROX. 5-6 months)**

**Sanitary Main Plan (3-4 months)**
- **Public Water Main Extension (3-4 months)**
- **Private Water Service Plan**
- **Sanitary Main Plan**
- **Storm Main Plan**

**Public Water Service**
- **Private Water Service Plan**
- **Public Water Service Plan**
- **Private Water Service Plan**
- **Public Water Service Plan**

**Public Service Reviews and Approves Ask**
- **Public Service Approves Construction Agreement (15 days)**
- **Public Service Approves Temporary Water Addresses**
- **Public Service Approves Temporary Water Addresses**
- **Public Service Approves Temporary Water Addresses**

**Public Service Reviews and Approves Ask**
- **Engineer Prepares Easements for Construction Inspection Department (5 days)**
- **Engineer Prepares Easements for Construction Inspection Department (5 days)**
- **Engineer Prepares Easements for Construction Inspection Department (5 days)**
- **Engineer Prepares Easements for Construction Inspection Department (5 days)**

**Owner/Contractor Receives Plan Approval and Permits**
- **Owner/Contractor Receives Construction Agreement**
- **Owner/Contractor Receives Construction Agreement**
- **Owner/Contractor Receives Construction Agreement**
- **Owner/Contractor Receives Construction Agreement**

**Owner/Contractor Receives Plan Approval and Permits**
- **Owner/Contractor Receives Plan Approval and Permits**
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- **Owner/Contractor Receives Plan Approval and Permits**

**Demolition/Encroachment (as required)**
- **Emergency Notification**
- **Emergency Notification**
- **Emergency Notification**
- **Emergency Notification**

**Encroachment (as required)**
- **Truck Route Plan for Comments**
- **Truck Route Plan for Comments**
- **Truck Route Plan for Comments**
- **Truck Route Plan for Comments**

**Final Site Compliance Plan**
- **Final Site Compliance Plan**
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**Certificate of Appropriateness**
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**Building Permit**
- **Building Permit**
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- **Building Permit**

**Foundation Permit**
- **Foundation Permit**
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- **Foundation Permit**

**Final Site Compliance Plan**
- **Final Site Compliance Plan**
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**Owner/Contractor Receives Permit**
- **Owner/Contractor Receives Permit**
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- **Owner/Contractor Receives Permit**

**Public Service Reviews and Approves Ask**
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- **Public Service Reviews and Approves Ask**

**Building & Zoning Services (BZS)**
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