



Planning and Development Department

Commercial Building Application Process

The following process shall apply when submitting commercial building application.

1. A Site plan application must be submitted prior to or simultaneously with the building application. However, commercial infill may not require a site plan.
2. Submit 3 copies of professional drawings for review along with a digital copy (pdf). Plans will be reviewed by the Department of Public Works and the Planning and Development Department. The City now utilizes 3rd party consultants. The fees incurred for those reviews will be the responsibility of the applicant.
3. Once plans are submitted, allow 10 business days for processing, review and written correspondence.
4. All review comments will be forwarded to the applicant and /or representative as indicated on the application within 10 business days from the date of initial review.
5. If changes, additional information, and/or revisions are required the staff review will commence again.
6. The permit will not be issued until the process is approved and all fees are paid.