

# ATTENTION

**The Building Permit Submittal Process will change as of February 15, 2010.**

Permit submittals will now be required to be submitted to the Planning Department first. A separate Planning Fee will be collected at that time.

After the Planning Department has approved the design, you may submit for a Building Permit. The Building Department will collect only the Plan Review Fee at that time.

After the Building Department has approved the permit, the remaining fees (i.e. Permit Fee, etc.) must be paid before the permit may be picked up.