City & County Permit Cheat Sheet

New Constructions: Commercial & Residential

CITY

Apply for a Zoning Permit

Submit all Plot and Civil Plans to City Staff (including all final site and landscape plans).

Application may be concurrent with Building Permit.

COUNTY

Apply for a Building Permit

Submit all necessary building plans to the County Building Department.

Application may be concurrent with Zoning Permit.

Receive Permit Approvals

Receive Zoning Permit approval from City prior to receiving approval for the Building Permit from the County.

Complete Construction

Construction may begin once approval has been received. Construction must be completed before proceeding.

Pass City Inspections

Following construction completion, schedule a Certificate of Compliance (COC) Inspection with the City and pass.

Pass County Inspections

Upon receiving COC, schedule a Certificate of Occupancy (CO) Inspection with the County and pass.