PERMIT SUBMITTAL MATRIX

Version: 6/20/2005

PROJECT CATEGORY	TARGET REVIEW TIME	TYPE OF WORK	SUBMITTAL REQUIREMENTS: PERMIT APPLICATION TYPE — BUILDING	WRECKING	EARLY START	ELECTRICAL	ELEVATOR	FENCE	HVAC	PLUMBING	RIGHT OF WAY OBSTRUCTION	RIGHT OF WAY OPENING	SIGN	SPECIAL EVENT	SPRINKLER	OTHER	PERMIT DOCUMENTS ROUTED TO: — SEE NOTE	BUILDING & PROPERTY STANDARDS	HISTORIC PRESERVATION COMMITTEE (HPC)	ENGINEERING	FIRE	HEALTH	ELEVATOR CONSULTANT	PLANNING	ZONING	A/E SIGNED AND SEALED	# OF COPIES OF SUPPORTING DOCUMENTS REQUIRED	SUPPORTING DOCUMENTS REQUIRED — SEE NOTE	CERTIFICATE OF APPROPRIATENESS	COUNTY DEMOLITION PERMIT	J.U.L.I.E. DIG NUMBER	LETTER OF AUTHORIZATION	MATERIAL SAFETY DATA SHEETS	PERMIT FROM CLERK'S OFFICE	PHOTOGRAPHS	PLAT OF SURVEY	PROCEDURES MANUAL	PRODUCT DATA SHEETS	PROOF OF OWNERSHIP	SITE PLAN / LOCATION MAP	STRUCTURAL CALCULATIONS	TEMPORARY FOOD PERMIT PER VENDOR
CATEGORY ZERO	0 TO 1 DAY	DEMOLITION - EARLY START ONE & TWO-FAMILY BUILDING	●		●													B	H						Z		3		●		4											
		DEMOLITION - BUILDING-ONE & TWO-FAMILY	●			●				●								B	H						Z		3		●							●						
		DEMOLITION - INTERIORS	●															B									2				4											
		DEMOLITION - OTHER	●															B	H						Z		3				4											
		DRYWALL RESURFACING	●			●												B									0				4											
		ELECTRIC - ALARMS				●												B									0				4		●									
		ELECTRIC - LOW VOLTAGE				●												B									0				4											
		ELECTRIC - SERVICE				●												B									0				4											
		ELECTRIC - WIRING (ONLY)				●												B									0				4											
		FASCIA WORK	●															B	H								0	3			4											
		FENCES						●										B	2						Z		0	3		●	4				●							
		FIREPLACES	●																																			●				
		GARAGE SLAB	●															B							Z		2		●	4				●							
		GUTTERS / DOWNSPOUTS	●															B	H								0	3			4											
		HANDRAILS	●															B	H								2	3			4											
		HVAC - A/C SYSTEM				●			●									B									2				4							●				
		HVAC -FURNACE				●			●									B									2				4							●				
		PAVEMENT - NEW	●															B							Z		2				4				●							
		PAVEMENT - REPLACEMENT	●															B							Z		2				4				●							
		PLUMBING - FAUCET REPLACEMENT								●								B									0				4											
		PLUMBING - FIXTURE REPLACEMENT								●								B									0				4											
		PLUMBING - WATER HEATERS								●								B									2				4											
		ROW - OBSTRUCTION - DUMPSTER									●							B		E							0				4											
		ROW - OBSTRUCTION - MOVING TRUCKS									●							B		E							0															
		ROW - OBSTRUCTION - SIDEWALK									●							B		E							0															
		ROW - OBSTRUCTION - STREET									●							B		E							0															
		ROW - OPENING - SIDEWALK										●						B		E							0				4											
		ROW - OPENING - STREET / ALLEY										●						B		E							0				4											
		SOFFIT WORK	●															B	H								0	3			4											
		STAIR REPAIR / REPLACEMENT	●															B	H						Z		2	3			4											
		WINDOW REPLACEMENT	●															B	H								2	3			4			●	5		●					
CATEGORY ONE	3 TO 5 DAYS	GARAGE - ONE STORY	●			●												B	H						Z		3	3		●	4				●							
		HOT TUB	●			●				●								B					HE		Z		3								●							
		PORCHES / DECKS	●															B	H						Z		3	3		●	4				●							
		REMODEL BASEMENT	●			●			●	●								B									2				4											
		REMODEL BATHROOM	●			●			●	●								B									2				4											
		REMODEL BEDROOM	●			●			●									B									2				4											
		REMODEL KITCHEN	●			●			●	●								B									2				4											
		SPRINKLERS - FIRE - ONE & TWO-FAMILY													●			B				F					3															
		SPRINKLERS - LAWN								●								B									2															
		STORAGE SHEDS	●															B	H						Z		3				4				●							
		SWIMMING POOLS	●			●												B					HE		Z		3				4				●							
		REPAIRS	●															B									0	3			4											
CATEGORY TWO	6 TO 10 DAYS	ADDITION - ONE STORY	●			●			●	●								B	H						Z		3	3		●	4				●							
		BALCONIES	●															B	H						Z		3	3			4				●							
		FOUNDATION - EARLY START	●		●													B	H						Z		3			●	4				●							
		FOUNDATION - REPAIRS	●															B									2			●	4				●							
		GARAGE - MULTI-FAMILY	●			●												B	H						Z	●	3	3		●	4				●							
		GARAGE - TWO STORY	●			●												B	H						Z		3	3		●					●							
		PRE-MANUFACTURED ASSEMBLIES	●																																			●				
		STRUCTURAL REPAIRS	●															B								●	2				4										●	
CATEGORY THREE	11 TO 20 DAYS	ADDITION - TWO STORY	●			●			●	●								B	H						Z		3	3		●	4				●							
		DEMOLITION - EARLY START ONE & TWO-FAMILY BUILDING	●		●													B	H						Z		3		●		4				●							
		ELEVATOR - NEW INSTALLATION	●			●	●											B			F		EC				5				4											
		ELEVATOR - REPAIR					●											B					EC				5				4											
		MULTI-FAMILY CONDO CONVERSION	●			●			●	●								B			F				Z	●	3				4											
		MULTI-FAMILY REMODEL COMMON AREAS	●			●												B								●	2				4											
		TENANT BUILD-OUT - COMMERCIAL	●			●			●	●								B							Z	●	2															
		TENANT REMODELING - COMMERCIAL	●			●			●	●								B							Z	●	2															
		WHEELCHAIR LIFT INSTALLATION				●	●											B					EC				4	3			4											
CATEGORY FOUR	21 to 35 DAYS	DEMOLITION - BUILDING - MULTI-FAMILY AND COMMERCIAL		●		●				●	●							B	H						Z		3	3	●		4				●							
		FOOD SERVICE - NEW	●			●			●	●								B					HE		Z	●	3															
		FOOD SERVICE - RENOVATION	●			●			●	●								B					HE		Z	●	3															
		HOSPITAL RENOVATIONS	●			●			●	●								B			F				Z	●	3															
		NEW BUILDING - COMMERCIAL	●			●			●	●					●			B	H	E	F			P	Z	●	5	3		●					●						●	
		NEW BUILDING - MULTI-FAMILY	●			●			●	●					●			B	H	E	F			P	Z	●	5	3		●					●						●	
		NEW BUILDING - ONE & TWO-FAMILY	●			●			●	●					●			B							Z		2	3		●					●							
		SPECIAL EVENT	●											1				B			F	HE			Z		4			●		●	●			●	●		●		●
		SPRINKLERS - FIRE - COMMERCIAL													●			B			F						3															
		SPRINKLERS - FIRE - MULTI-FAMILY													●			B			F						3				4											
CATEGORY FIVE	EXPEDITED	BUILDING STRUCTURAL STABILITY	DETERMINED ON A CASE-BY-CASE BASIS															DETERMINED ON A CASE-BY-CASE BASIS										DETERMINED ON A CASE-BY-CASE BASIS															
		EARLY START FOUNDATION	●		●													B	H	E	F			P	Z	●	6	3		●	4				●			●	●	●		
		HABITABILITY ISSUES	DETERMINED ON A CASE-BY-CASE BASIS															DETERMINED ON A CASE-BY-CASE BASIS										DETERMINED ON A CASE-BY-CASE BASIS															
		LIFE SAFETY ISSUES	DETERMINED ON A CASE-BY-CASE BASIS															DETERMINED ON A CASE-BY-CASE BASIS										DETERMINED ON A CASE-BY-CASE BASIS															
		SPECIAL CIRCUMSTANCES AS APPROVED BY DIRECTOR	DETERMINED ON A CASE-BY-CASE BASIS															DETERMINED ON A CASE-BY-CASE BASIS										DETERMINED ON A CASE-BY-CASE BASIS															

NOTES:

1. SEE PERMIT APPLICATION FOR FURTHER DETAIL
2. DISTRIBUTION REQUIRED TO HISTORIC IF FENCE IS STONE OR BRICK
3. MAY BE REQUIRED IF STRUCTURE IS WITHIN HISTORIC DISTRICT
4. REQUIRED IF WORK IS PERFORMED ON APARTMENT OR CONDO BUILDING
5. PLAT OF SURVEY REQUIRED FOR ALL WINDOWS LOCATED CLOSER THAN THREE FEET TO PROPERTY LINE