

**RESIDENTIAL PLAN REVIEW  
PERMITTING PROCESS**

**Submit Documentation for the  
Building Permit to Inspections  
& Code**

Documents distributed and reviewed for approval of any applicable codes, e.g. Building, Electrical, Mechanical, Plumbing and Fuel Gas, as well as Zoning and UDO compliance.

Building permit application, four (4) copies of the site plan, two (2) copies of complete construction drawings, residential tree plan application, energy code affidavit 1, ResCheck Certificate, asbestos/lead affidavit (if applicable),

BHAR approval if required

BZA approval if required

Digital plan authentication affidavit and approved plans in digital format are submitted

**Building Permit is issued**

Construction inspections are conducted at various applicable phases

The Building Inspector finalizes the permit after all applicable requirements are approved by the appropriate Divisions

A certificate of completion is issued