



## PRELIMINARY REVIEW REQUIREMENTS

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A Preliminary Review is performed, when customer would like to have the plan reviewed and has not selected a contractor.

1. Preliminary review will require a cost recovery account in the amount of \$1,000.00 minimum. The customer will be issued a cost recovery account number.
2. Per City Ordinance 2059 – Double Processing Fee is charged for the first submittal.
3. Application is signed and notarized by authorized agent, architect or owner.
4. Three sets of plans are required. Plans should be stamped by outside agencies before submittal. If plans do not have the required stamps at time of submittal, they will be required to be stamped before the actual permit will be issued.
5. Fees for this process will be charged on an hourly basis. You will receive a detailed summary of your cost recovery account periodically from the Finance Department.
6. After the plan is completely reviewed and signed off by the designated departments, the agent is notified.
7. The contractor will then be required to submit all the required permit applications, signed and notarized by the qualifier, from the General Contractor and all Subcontractor(s) along with copies of their contracts.
8. The process will take a few days to prepare the paperwork and for the permits to be to be signed and priced.
9. The permit fees will be per City Ordinance 2059 which will include a preliminary review fee of \$75.00 on the main permit.

**To open a cost recovery account and/or for more information, contact the Building Director's secretary at 954-797-2268.**