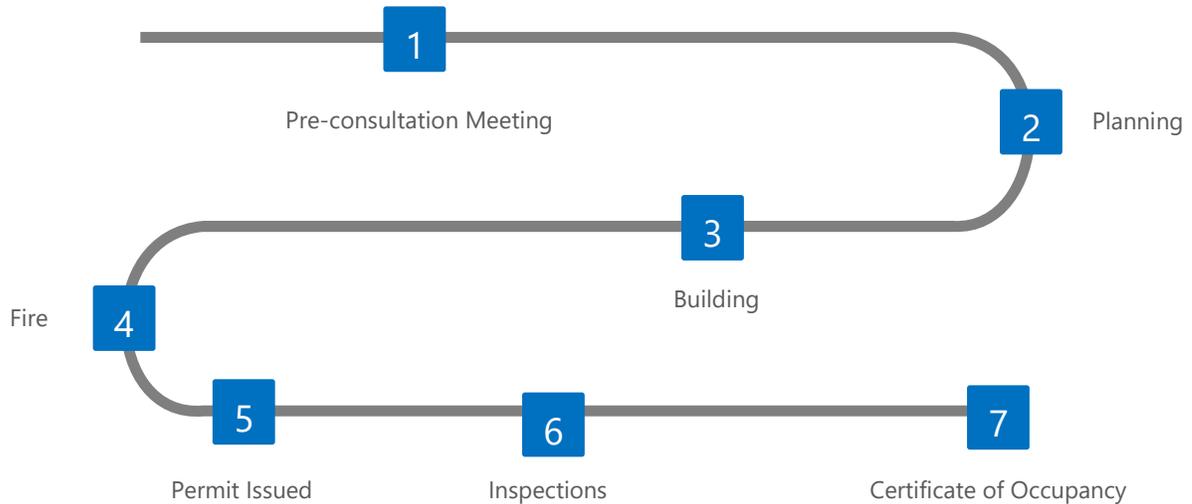




# General Submittal Procedure

All submittals are reviewed upon submittal for completeness. Incomplete submittals will be voided at the counter



## STEP I

### Pre-consultation

Applicants are strongly encouraged to take the time to have a reasonably detailed site plan or concept sketch available for review during the interview with staff and or council. This will assist all parties in clarifying proposals and identifying/narrowing issues as quickly as possible.

## STEP II

### Planning

The Planning Division is usually the first stage in the City's review process of development projects. During this phase a determination will be made whether the proposal can be reviewed at staff level or requires further public review at the Planning Commission and City Council level.

## STEP III

### Building

Once Planning has signed off, plans will be submitted to building for review. The Building Division is responsible for the administration and enforcement of all building code provisions that apply to the construction, alteration, demolition, repair, and use of any building or structure within the City.

## STEP IV

### Fire

Fire Protection System plans including fire sprinkler plans, fire alarm plans, hood suppression system plans and other submitted plans are reviewed by San Bernardino County Fire. Plans are submitted electronically to [ezop.sbcounty.gov](mailto:ezop.sbcounty.gov).

## STEP V Permit Issued

Once all departments have signed off, the permit technician will issue the building permit pending fee payments. Depending on the scope of the project, the city might require approvals from outside departments.

## STEP VI Inspection

Work shall not be done beyond the point indicated in each successive inspection until inspector has approved such work. Any portion that does not comply at the time of inspection requires a re-inspection and shall not be covered or concealed until approved by the Inspector. A copy of the stamped construction plans "reviewed for code compliance" shall be kept on site when required.

## STEP VII Certificate of Occupancy

After the final inspection has been signed off by the building department, the permit technician will send a sign off sheet to multiple departments to verify all criteria's have been approved. After verification, the Building Official will issue the certificate of occupancy.