

# Stormwater Management (SM) Permit Application Submittal Process

## Step 1\*

\*PLEASE NOTE: a pre-application meeting is required through the planning department

### Complete Application Submittal

Submit Permit Application and ALL supporting documents to Building Inspection

Inform applicant of deficiencies

Incomplete

OR

Complete

Immediate Review of Application Package for Completeness



Repeat as needed

## Step 2

Inform applicant of Review Fee Amount

Customer Payment of Review Fee

Project Application Package Distributed For Review



Customer (Consultant/Owner)



Repeat as needed

Request(s) for additional information or clarification

## Step 3

Responses to information or clarification requests

Application Review

\*Building Related Items – BI Staff

\*Site Design/Development Items (EC&LTSM) – ESD staff

\*Wetland Determination – Env. Reg. Coordinator

Review Complete

Building Inspection Department

## Step 4

Inform Customer Permit Review is Complete AND Permit Fee is Due

Customer Payment of Permit Fee



## Step 5

Permit Issued

