

## FEASIBILITY/PRE-DEVELOPMENT

### HOW WE'LL HELP YOU

- GIVE US A CALL AT (682) 229-2400 TO DISCUSS THE PROPOSED PROJECT, AND OUR STAFF WILL PROVIDE THE STEPS THAT NEED TO BE TAKEN BEFORE THE COMMENCEMENT OF THE PROJECT

### WHAT YOU'LL RECEIVE

- AFTER TALKING WITH OUR STAFF, YOU WILL BE DIRECTED TO THE APPROPRIATE PERMIT APPLICATION WHICH YOU CAN APPLY FOR ON MYGOV

01  
STEP

## APPLICATIONS

### HOW WE'LL HELP YOU

- OUR OFFICE USES AN ONLINE PERMITTING SOFTWARE CALLED MYGOV TO APPLY/TRACK PERMITS. THE OPERATIONS COORDINATOR CAN ANSWER ANY QUESTIONS RELATED TO THE ONLINE APPLICATION AND ATTACHMENTS. AFTER ALL THE INFORMATION IS SUBMITTED ON MYGOV, THE APPLICATION WILL BE APPROVED BY STAFF. SOME PROJECTS WILL NEED TO GO THROUGH A PUBLIC HEARING BEFORE YOU CAN SUBMIT FOR A PERMIT.

### PROCESS

- AFTER THE SUBMISSION OF A COMPLETED APPLICATION ON MYGOV, A REVIEW WILL BE CONDUCTED BY CITY STAFF
- COMPLETE APPLICATIONS WILL BE REVIEWED WITHIN A 15-DAY PERIOD
- RE-SUBMITTALS ARE REQUIRED FOR DENIED/ INCOMPLETE PROJECTS
- (\*\*DEVELOPMENT APPLICATIONS FOR PLATS, SPECIFIC USE PERMITS (S.U.P), VARIANCES, AND ZONING MUST BE APPROVED BEFORE APPLICANTS CAN PROCEED WITH BUILDING PERMIT SUBMITTALS)

02  
STEP

| APPLICATION                          | APPROVER  |
|--------------------------------------|---|
| MOTHER-IN-LAW SUITE                  | P&Z, COUNCIL  |
| **REPLAT, VARIANCES, ZONING, & S.U.P | CITY SECRETARY, COMMUNITY DEVELOPMENT MANAGER<br>P&Z, COUNCIL |

### WHAT YOU'LL RECEIVE

- APPROVED PROJECT PLANS
- REAL TIME PERMIT TRACKING ON MYGOV
- A BASECAMP FILE SPECIFIC FOR YOUR PROJECT (ONLY FOR REPLAT, VARIANCE, ZONING, & S.U.P)

## PRE-CONSTRUCTION

### HOW WE'LL HELP YOU

- THE PRE-CONSTRUCTION PHASE INCLUDES THE SUBMISSION & APPROVAL OF DEVELOPMENT CONTRACTS AND A PRE-CONSTRUCTION MEETING WITH THE CITY ADMINISTRATOR (IF APPLICABLE)
- WE WILL PROVIDE THE APPLICANT A CLEAR DIRECTION ON THEIR REMAINING REQUIREMENTS FOR CONSTRUCTION

### WHAT YOU'LL RECEIVE

- INFORMATION REGARDING PROJECT
- EXECUTED DEVELOPMENT CONTRACTS (IF APPLICABLE)
- NOTICE TO PROCEED WITH PROJECT

03  
STEP

## PERMITS, CONSTRUCTION, INSPECTIONS

### HOW WE'LL HELP YOU

- ONCE THE PERMITS ARE ISSUED, CONSTRUCTION MAY COMMENCE, AND INSPECTIONS WILL BE CONDUCTED BY THE DESIGNATED INSPECTOR
- BE SURE TO CALL THE PHONE NUMBER AT THE BOTTOM OF YOUR PERMIT TO SCHEDULE AN INSPECTION

### WHAT YOU'LL RECEIVE

- WALK-THROUGH AND INSPECTION
- INSPECTION RESULTS:
  - IF PASSED, YOU WILL BE GIVEN APPROVAL OF INSPECTION
  - IF FAILED, YOU WILL BE GIVEN A REPORT OVER CORRECTIONS NEEDED TO PASS NEXT INSPECTION

04  
STEP

## PROJECT COMPLETION

### HOW WE'LL HELP

- THE INSPECTOR WILL CONDUCT A FINAL INSPECTION ONCE THE PROJECT IS COMPLETED
- AFTER THE BUILDING INSPECTION PASSES, YOU MAY ADD YOUR STOCK & FURNITURE PRIOR TO CALLING CITY STAFF TO SCHEDULE YOUR FINAL CERTIFICATE OF OCCUPANCY INSPECTION (IF APPLICABLE)

### WHAT YOU'LL RECEIVE

- CERTIFICATE OF OCCUPANCY (IF APPLICABLE)

05  
STEP