INTAKE COMMENTS CST	Reviewer	
	Email	
	Status	
	Intake #	

DATE		TIME		PERMIT #	
Project Address					
Applicant			**Owner**		
Scope of Work					

CITY STAFF

CUSTOMER SERVICE TEAM (CST)	LAND USE PLANNING (LUP)	BLDG PLANS EXAMINER (BLD)
FIRE REVIEWER (FIRE)	CIVIL, SITE, UTILITIES (CIVIL)	TREES (TREE)

	CST	LUP	BLD	FIRE	CIVIL	TREE
ACCEPTED	☐	☐	☐	☐	☐	☐
REVIEWER APPROVAL REQUIRED PRIOR TO INTAKE	☐	☐	☐	☐	☐	☐
ADDITIONAL INTAKE SCREENING REQUIRED *	☐	☐	☐	☐	☐	☐
*ADDITIONAL SCREENINGS ARE CONDUCTED BY APPOINTMENT ONLY. PLEASE SCHEDULE WITH CST STAFF.						

Formatting of Electronic Plan Set

☐ Combine all plan sheets into one Single PDF file.

Include as applicable:

☐ Survey ☐ Site Plan ☐ Architectural Sheets ☐ Structural Sheets ☐ Civil Sheets

☐ Add a bookmark to each sheet in the plan set. The bookmarks should indicate:
> The Sheet Number and The Sheet Description (i.e. A0.0 – Site Plan)
> For more information on how to bookmark plan sets, please click here.

☐ Rotate plan sheets to set to Landscape Orientation.

☐ Clear all comments from the Comment Pane on the PDF file. The Comment Pane on the plan set will be used to record plan review comments and must be clear prior to submittal.

Supplemental Documents

☐ Upload supplemental documents and forms as individual PDFs or as a PDF Portfolio. Choose the Portfolio option if combining files using Adobe Pro, DO NOT combine all the supplemental documents into a Single PDF file. For ease in uploading you may combine documents in a ZIP file.

☐ Please provide the following forms:

☐	Building Permit Application Form	☐	Site Development Worksheet
☐	Water Meter Sizing Worksheet	☐	Fire Area Square Footage Calculation
☐	Concurrent Review Document	☐	Single Family Plan Cover Sheet
☐	Construction Management Plan	☐	Transportation Concurrency
☐	Other:		

☐ Additional Items to be Addressed Prior to Intake

☐

☐

INTAKE COMMENTS Civil/Site/Utilities	Reviewer	
	Email	
	Status	
	Submittal	

Stormwater Design Requirements

☒