

Tri-County Forms and Processes: Process for Issuing Permits When no Plan Review is Required

Scope: The following process applies to permits not associated with projects requiring plan review.

1. The applicant must submit a **complete** permit application. The application can be submitted:
 - In person, at the counter.
 - By mail.
 - By fax.
 - By an interactive electronic application process through the Internet when the jurisdiction has such electronic capabilities.
2. The jurisdiction reviews the permit application for completeness.
3. When a permit cannot be issued, the jurisdiction promptly notifies the applicant by phone, fax, mail or e-mail that:
 - Additional information is needed.
 - A plan review is required.
 - Incorrect fees, or no fees, were submitted.
4. After the jurisdiction receives the fee, the permit is issued:
 - In person (at the counter)
 - By mail
 - By fax
 - Electronically, when the jurisdiction has such electronic capabilities.

The permit must be issued within the timeline outlined in each jurisdiction's Operating Plan.