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## PROCESS OF A PERMIT - CHECKLIST

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This checklist serves as a condensed summary of the building permit process. For detailed descriptions of each step, please refer to our Municipal Flow Chart.

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### PERMIT APPLICATION

- Rate-payer submitted application to Municipality
- Municipality reviewed and approved development
- Municipality provided rate-payer with building permit application documents and forms
- Municipality confirmed that the project for which development was approved matches the proposed project on the Permit Information Form
- Municipality completed the municipal portion of the Permit Information Form
- Municipality submitted application documents and forms to PBI for review
- Municipality received Plan Review and Permit Fee details from PBI

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### PERMIT ISSUANCE

- Municipality collected payment from rate-payer
- Municipality issued development & building permit to rate-payer
- Municipality released Plan Review to rate-payer

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### PERMIT PROGRESSION

- As inspections are completed, Municipality received inspection reports from PBI
- Municipality receives monthly invoices, Active Permits reports and Completed Permits reports
- Municipality provides PBI with payment for monthly invoices
- Municipality collects payment from rate-payer for any additional inspection fees that occur (if applicable)
- Municipality received “Final-Complete” inspection report from PBI, closing the permit file
- Municipality compares Completed Permits report against invoice, ensuring all fees have been paid by rate-payer

**PBI NUMBER:** \_\_\_\_\_