

## GUIDELINES TO APPLY FOR PERMITS IN PERSON

- To apply, you must have the name of the property owner, proper street address, and/or the tax map and parcel number to insure proper identification of the property.
- When you arrive at the Metro Office Building, you will sign in to see Storm Water Triage Review, located on the first floor straight past the elevator. The Storm Water Triage Review will review the property to determine if it is ready for you obtain your building permit.
- If Storm Water approves, you may proceed to Codes on the third floor to obtain your building permit. Sign in to see a Zoning Examiner.
- The Zoning Examiner will enter the permit application information in the computer.
- Some applications may require approvals from other departments such as Historical Commission or MDHA. If this occurs, the Zoning Examiner will serve as your counselor, providing you with information and a check list that will aid you in obtaining the appropriate approvals.
- Once you have obtained all the required approvals, your last step is to visit the Customer Service desk where you initially signed in. The Customer Service Clerk will direct you to a Permit Clerk to whom you pay for your building permit.
- The Permit Clerk will then issue you your permit including a placard for display on the property being repaired.
- The permit clerk will also include a checklist of the required inspections you needed during the construction process. At the appropriate stages of construction, request the proper inspections. An inspector will meet you on site and inspect the work.
- The inspector will either approve the work or explain the changes needed to attain approval. When the work is completed to the appropriate specifications, the inspector will give you an approval. This indicates that the work inspected passed inspection.
- At the end of your project you should have a final approval for all phases of your project which include, but are not limited to, Building, Mechanical, and Electrical phases.