Submit Permit:

With ALL needed items such as: Scaled Plans, Plat/Site Plan, Environmental Health, Approval/Notarized Affidavits.

DBS Intake:

Submission will be reviewed prior to plan review and **rejected** if missing any required items.



Intake Accepted:

Plan review fee notification will be sent to applicant via email.

Pay fee in Sages under the fee tab.

Sign Document Notification

Sent via email

Plan Approval:

Once plan is approved the permit fees will be added to the project.

Plan Review:

Project will be approved or additional information will be requested by one or several departments.

Route Project:

Project will be routed to all needed departments for review.

Fee Accepted

Sign and upload documents

Signature Verification:

Documents reviewed and approved/rejected with signature.

Fees Added:

Permit fees will now be available for review. Fee notification will be sent via email.

Collect Permit Fees:

Pay permit fees in Sages under the fee tab.



Fees accepted



Reminder:

Do you need a Foundation Survey or Engineer Designs? Check your Hold Tab.

Review Permit Online:

Review your inspections tab and hold tab in Sages. A hold is information that will need to be submitted at a later date.

Permit and Approved Plans:

Log into Sages and **print** your permit as well as approved plans for jobsite placement.

Permit Issued