

The following steps are required for adding a new building in the City of Southmayd. Repairs/remodeling or minor additions may use only a portion of this process as indicated by the Planning and Zoning Committee or Planning and Zoning Subcommittee at the time the application is submitted.

STEP	ACTION	DATE COMPLETED
1	The Property Owner/Contractor gets an application packet from the City Clerk , completes the application and returns it to the City Clerk .	
2	P & Z Subcommittee will review the application to determine what information and fees will be required. The P & Z Subcommittee determines if the request needs to be reviewed by the Planning and Zoning Board . Such things as fences, decks, and patios, do not need to be reviewed by the Planning and Zoning Board but must be reviewed by the P & Z Subcommittee .	
3	The P & Z Subcommittee discusses the project with the Property Owner/Contractor to determine if more information, or a Variance is required. If a Variance is required, it must be approved by the Planning and Zoning Board and then approved by the City Council and will incur an additional fee. All fees assessed by the P & Z Subcommittee are due at this time.	

4	The P & Z Subcommittee will forward the application packet and documentation of all reviews by the Subcommittee and any copies of reviews from the Planning and Zoning Committee or City Council to Bureau Veritas for approval. All permit fees must be paid in full upon approval from Bureau Veritas.	
5	The P & Z Subcommittee and Bureau Veritas will conduct and document the Initial Site Visit .	
6	If the request does not need to be reviewed by the Planning and Zoning Board or if a review was presented to the Planning and Zoning Committee and approval was given to move forward, then a Building Permit may be issued.	
7	After all the Required Inspections are completed and signed, the P & Z Subcommittee and Bureau Veritas will review the documentation and conduct the Final Site Visit .	
8	The City Clerk will prepare a Certificate of Occupancy which will be signed by Bureau Veritas .	

City of Southmayd Permit Process Notes

1. The City Clerk receives all the information from the Property Owner or the designated Contractor, collects all fees and prepares all permits.
2. The City Clerk must notify the P & Z Subcommittee immediately when new requests are received and ensure that the requests are included in the next Planning and Zoning Board Meeting Agenda if needed.
3. Any Variance to the existing City of Southmayd Zoning Ordinances must be approved by the Planning and Zoning Board and then approved by the City Council and will incur an additional fee.
4. Failed Required Inspections must be re-inspected and will incur an additional fee.
5. The Code Enforcement Officer will randomly check all construction sites to ensure that the proper permits have been issued and that all inspections are complete and properly posted.
6. Bureau Veritas and the City Clerk will maintain a file of all permits issued and follow them through to completion.
7. The P & Z Subcommittee and Bureau Veritas will conduct an Initial Site Visit and Final Site Visit and document their findings by completing the check list.
8. The P & Z Subcommittee will review all information provided and present the results of all reviews to the Planning and Zoning Board if needed. When the information is highly technical, the P & Z Subcommittee may request an outside review.
9. Any issues of disagreement between the P & Z Subcommittee and the Planning and Zoning Board must be referred to the City Council for a resolution.