

## Permit Approval Process

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**Step 1:** Applicant to allow 2 - 3 months or more lead time prior to project start (digging the hole) to arrange for proper plans to be drawn up (i.e. architectural, structural & site plan) before applying for a dwelling permit. *The lead time is dependent on the availability of the plan makers.*

**Step 2:** Gather the right number of plans as per Professional Building Inspections' (PBI's) checklist (see attached), then submit to the municipality (town, RM, village) to start the permit approval process.

**Step 3:** The municipality administration then reviews the content vs. bylaws. The submission *may then go to the monthly council meeting* for their review to proceed.

**Step 4:** The municipality administration notifies PBI either by mail or pick-up to do a plan review.

**Step 5:** PBI reviews the plans looking for NBC infractions, lists *Notes* for the builder to change or introduce when building. The turn around time of this step is dependent on the workload of the municipality administration/PBI, council meeting and the mailing time.

**Step 6:** PBI returns the reviewed submission to the municipality administration, who then review the PBI submission and notifies the applicant that the permit is formally approved by the municipality administration pending payment of permit fee.

**Note:** *The intent of these steps is to keep the municipality administration in the loop and the municipality administration has the final call on the permit – "approved or rejected"*