

## **STEP BY STEP GUIDE FROM PRIOR APPROVALS TO THE START OF YOUR CONSTRUCTION PERMIT APPLICATION**

**STEP 1:  
FILE FOR ZONING APPROVAL IN THE ZONING OFFICE  
(ALLOW 10 BUSINESS DAYS)**



**STEP 2:  
FILE FOR GRADING AND/OR FLOOD APPROVAL IF NEEDED  
ALSO IN THE ZONING/PRIOR APPROVALS OFFICE**



**STEP 3:  
ONCE ALL IS APPROVED  
SUBMIT TO CONSTRUCTION OFFICE FOR PERMIT  
(NEED COPIES OF EACH APPROVAL WHEN YOU SUBMIT AND  
PLEASE ALLOW 20 BUSINESS DAYS FOR PLAN REVIEW)**