

Drop Off Procedure

Public access to City Hall has been limited to the lobby area behind the security desk only. Permit documents may be dropped off Monday through Thursday from 7:30am to 5:00pm until further notice.

Documents to be submitted could be the same ones as if they were submitting over the counter. This will include new permit applications, corrections to an existing permit application, revisions to an issued permit or required permit documentation.

Note, this is for drop off only, no other services will be provided. In order to drop off documents please follow these procedures:

- 1) **A Transmittal sheet** must be filled out and accompany each set of documents for each new application or each existing permit/process number. Transmittal sheets will be available at the drop off bin or available Online. All other documents must be filled out prior to arriving at City Hall.
- 2) **The Transmittal sheet and the listed documents shall be placed in an envelope** that will be available at the drop off bin. Each individual set of documents should be placed in its own envelope, do not mix documents from different permit applications. There is no need to label the envelopes just make sure that multiple envelopes of the same application or permit/process number are banded together with a rubber band, which will be available at the drop bin as well.
- 3) **Place the envelope in the bin upon completion.**
- 4) In order to ensure safety to all staff members, the processing of the documents will not occur until after a three-day waiting period. Once that time period is up, the documents will be processed for plan review with the appropriate fees being assessed and if it is a new permit application, staff will contact the applicant with further information and a process number.

Note:

A Transmittal Sheet is Required for every drop off