

Department of Community Development

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COMMERCIAL PERMIT REQUIREMENTS: APPLICATION PROCESS

Prior to submittal, a pre-application meeting is required with Community Development staff.

Application Process

To obtain a building permit for construction, plans are required for any new structure, addition, accessory building, substantial improvement, alteration, or change of use for any commercial property in the City of Perry.

All commercial plans will be reviewed in the order they are received. Average review time is four (4) weeks depending on the workload, completeness of the submittal, and size of the project. Most plans will be noted and approved if minor code corrections are found; however, plans may be rejected and will be required to be revised and resubmitted if excessive or missing information is found. If this is the case, review time will start over once plans are returned.

An electronic submittal of "as-builts" is required for all new or substantially disturbed site areas.

Permit request shall be submitted through the Citizen Self Service Portal in a legible PDF format. Work must comply with all State and local laws, codes and ordinances.