New Building Permit Flowchart Do you have a City of Springville **Business License?** Yes No **Apply** Purchase City of Springville Business • Complete permit application License, then Apply • Attach Plot Plan • Attach Complete Building Plans • Attach Permit Acknowledgment • Print Sub-Contractor List, to be submitted before Final Inspection. Once applicant provides required **Submitted** documents and/or Inspections Department will Application reviewed by Building No information the contact Applicant to request Official for completeness. application will go In required documents and/or **Have ALL required documents** Review. information. and/or information been submitted? Yes Inspections Department will Once applicant In Review contact Applicant with Building Official will review building submits required No documents and plans to determine required changes and/or changes and/or compliance with Building Codes and corrections needed to meet corrections, the Zoning Ordinances. **Building Codes and Zoning** application will then Ordinances. be reviewed again, Are plans approved? In Review. Yes **Payment** Invoice are issued and emailed to No Permit is **NOT ISSUED** until payment is received. the Applicant. **Did Applicant Pay for Permit?** Yes **Active Trades Apply for Permits** New Building Permit is issued to Trades must apply and pay for their Applicant and work can begin. permits before their work begins. **New Building Permits DO NOT** (Plumbing, Electrical, Mechanical) include Trade Permits.