POLICIES & PROCEDURES

**City of Wilsonville
Building Division**
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Acceptance of Permit Applications	Adopted: June 2021
	Last Reviewed: Future Date
BPP 115	Next Review: Future Date

Summary

Requires a "complete" application to be submitted for a permit.

Background

The State Building Codes and Wilsonville Code (WC) requires that permit applications contain certain minimum information in order to be defined as complete applications.

Discussion

To obtain a permit for construction or change of occupancy a complete submittal with all supporting construction documents is required for permit application. Even in the case of impending code changes or fee increases, incomplete applications will not be accepted.

Application Intake:

1. An application must be "complete" as described by the Building Codes and current WC and shall be screened for "completeness" under the methods below:
    a. A Permit Technician (PT) shall screen all plans for the minimum information required, based on the Application Intake Checklist, when an application is submitted. The PT may consult with a Plans Examiner to verify minimum structural information is submitted, and a Planner and/or Civil Engineer to ensure that the minimum information has been provided to conduct a land use or engineering review.

2. If staff determines that an application is not complete, the application will be deemed incomplete and the applicant will be notified of the minimum information needed to accept the application. ePlans applications not deemed "complete" shall be entered in the system as "incomplete" with proper notation. After the requested documentation has been submitted, the entire application will be re-reviewed for completeness prior to validating

    Note: Staff reserves the option of accepting an incomplete application if the remainder of the submittal is imminent and would be submitted <u>prior to</u> any proposed fee increase or code change.

Policy

As outlined in the Discussion section above, where new code changes or fee changes are to become effective and the application is received, the application must be deemed complete and meet "validation" criteria found in BPP 114 *Project Validation*, including the payment of all associated fees. Applications that are deemed incomplete will not be valid and will not be reviewed or approved.