



NEW SINGLE FAMILY RESIDENTIAL – PERMIT PROCESSING GUIDE

- 1) **Application Submitted to Dripping Springs Building Department online via www.MyGovernmentOnline.org (MGO):**
 - a) Jurisdiction has up to **5 business days** to **ACCEPT** a permit application.
 - b) If application is not accepted due to incompleteness, jurisdiction will **RETURN** the application - there will be comments on the returned application for the reason of return.
 - c) If the application is not within the City's jurisdiction for Building permitting, jurisdiction will **REJECT** the application – there will be comments on the rejected application for the reason of rejection.
- 2) **Application ACCEPTED, Project Number Assigned, & Invoice Sent:**
 - a) Jurisdiction will issue invoice with all applicable project fees on same day of application acceptance.
- 3) **Applicant must pay all project fees included in the Invoice for the project:**
 - a) After payment, jurisdiction has up to **3 business days** to issue receipt of payment and initiate Plan Review.
- 4) **Plan Review Initiated:**
 - a) Plan Review consists of 2 review categories:
 - i) Planning & Zoning compliance
 - ii) Building Code compliance
 - iii) Jurisdiction has up to **12 business days** to provide consolidated comments or approval. Comments will not be issued until all plan reviewers are complete. *Permit Technician will not provide partial comments.*
- 5) **If comments are provided, a Review Comment Letter will be issued to the applicant on file via MGO automated email – no later than the 12th business day of plan review period – (If approved, after 1st plan review skip to step 6):**
 - a) Applicant must upload resubmittal files online through the Customer Portal.
 - b) Jurisdiction has **3 business days** to accept resubmittal items and initiate the 2nd Plan Review Process
 - i) 2nd Plan Review timeframe starts over again and has up to **5 business days** to provide comments or approval.
 - (1) If approved after 2nd plan review is complete, additionally allow jurisdiction **2 business days** to issue copy of Building Permit(s)
- 6) **If approved after 1st Plan Review - Permit Technician will issue permit:**
 - a) Applicant will receive a Copy of Building Permit(s) - Additionally allow up to **2 business days** to receive copy of Building Permit(s)
 - i) Including the subcontractor permit copies if the subcontractor information was provided at the time of submittal.
 - b) Approved Stamped Set of Plans may be accessed in the permit project files online.

If on septic, Building Permit will NOT be issued until Septic Permit has been processed and approved by City Sanitarian. For more information visit the Forms Page, Environmental Health section.

TOTAL TIME EXPECTATION FOR A PERMIT WITHOUT RESUBMITTAL REQUIREMENTS: 22 BUSINESS DAYS.

TOTAL TIME EXPECTATION FOR A PERMIT WITH RESUBMITTAL REQUIREMENTS: 30 BUSINESS DAYS.

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