



PHASED PERMITTING

The Bureau of Development Services (BDS) recognizes that schedule challenges and design timelines for private property construction can warrant the City's consideration of allowing construction activity to start prior to the completion of the full construction documents. To accommodate this need the Bureau of Development Services may, under certain circumstances, allow phased permitting. This handout discusses phased permitting options, the process for obtaining approval of a phased permit approach, fees and phased permit submittal requirements.

Available Phased Permit Packages

1. Grading
2. Demolition
3. Excavation and Shoring
4. Foundation
5. Structural Shell

Process for Obtaining Approval for Phased Permits

1. The Bureau of Development Services along with the other city development review agencies must approve a phased permit approach. Please contact the Bureau of Development Services [Process Management Team](#) early in the design phase of the project to start the process for phased permit application. An early assistance meeting will be required for all projects over \$10 Million to specifically discuss project schedules and the possibility of phased permits. For smaller projects that wish to explore the option of phased permitting, an early assistance meeting may not be required, but agreement from the City development review bureaus must be reached. Please provide the Process Management team with the following:
 - A copy of the proposed construction schedule
 - A summary of the project including a building code summary
 - Schematic plans and site plans (if available)
 - A list of the development team members that include the architect, structural engineer, owner and contractor. If an early assistance meeting is required the developer's team will need to attend the early assistance meeting.
2. To be considered for phased permits
 - The phased permit work must be clearly defined
 - The construction schedule for the proposed partial permit work must show sufficient construction time to allow for the city review and permit approval of the next phase of the work, generally a minimum of 8 weeks.
 - The partial permit submittal schedules propose that only one partial permit package is in for city review at one time
 - The phased permit documents must meet the minimum submittal requirements.
 - All members of the developer's team and the city review team agree to the schedule

Phased Permit fees

- The main building permit fees and a phased permit fee are paid at the time of the first permit submittal.
- An additional phased permit fee is paid at the time of each phased permit submittal.

Submittal Requirements for Phased Permitting

The guidelines below list the minimum information necessary for review of each phase permit package. Since every project is unique, some of the information may not apply to your project, or you may be asked to provide additional information that is not listed here.

Drawings showing work to be constructed under the partial permit are to be marked “For Construction.” Drawings showing work that is to be completed under a different package are to be marked “For Reference Only.”

Building Shell Submittal guidelines are available in our brochure, “[Commercial – New Construction, Additional, Alterations with Exterior Work, or Structural Changes](#).” Where partial permit packages require a percentage of the shell drawings to be submitted, follow these submittal guidelines for the basis drawings, and the percentage for the amount of detail to be included on that drawing.

Grading Phased Permit

- Completed [building permit application](#) form
- [Site plan](#) showing existing conditions, property lines, vicinity map, pedestrian protection and erosion control plans.
- 100% construction drawings for the proposed work
- All supporting documentation for the work to be done under the phased permit including specifications, Geo Technical report.
- Basic foundation plans marked “For Reference Only”
- Tree Protection plan if applicable

Demolition Phased Permit

- Completed [building permit application](#) form
- Demolition Plan
- Site plan showing existing conditions, property lines, vicinity map, pedestrian protection and erosion control plans.
- 100% construction drawings for the proposed work
- Tree Protection plan if applicable

Excavation and Shoring Phased Permit

- Completed [building permit application](#) form
- Site plan showing existing conditions, property lines, vicinity map, pedestrian protection and erosion control plans.

- 100% construction drawings for the proposed work
- All supporting documentation for the work to be done under the phased permit including specifications, soils report, special inspection and structural observation program
- [Fire Life Safety Code Summary](#)
- Structural drawings that affect the shoring design marked as “For Reference Only.”

Foundation Phased Permit

- Completed [building permit application](#) form
- Site plan
- 100% complete construction drawings for the work under the foundation permit, including any under-slab utilities.
- 100% structural calculations for the work under the foundation permit
- All supporting documentation for the work to be done under the phased permit including specifications, soils report, special inspection, storm, sanitary and water calculations, and structural observation program that has not already been submitted
- 70% complete structural shell drawings marked “For Reference Only”
- 50% complete building shell drawings marked “For Reference Only”
- [Fire Safety/Building Code Summary](#)

Structural Shell Phased Permit

- Completed [building permit application](#) form
- Site plan. If site work was done under previous phased permits please mark site plans “For Reference Only.” Please reference building permit number for prior work
- 100% complete construction drawings for the work under the structural shell phased permit
- 100% complete structural calculations
- All supporting documentation for the work to be done under the phased permit including specifications, soils report, special inspections and structural observation program
- 70% complete building shell drawings marked including building elevations “For Reference Only”
- [Fire Safety/Building Code Summary](#)

Building Shell

- Please see [Submittal Guidelines handout](#)

Revisions

- Please discuss all proposed changes with your field inspector. Revisions may be required to be submitted for city review.