

## PROCESS FLOW FOR THE BUILDING OR FENCE PERMIT APPLICATION PROCESS

1. Resident submits a completed, signed current Village of Elmwood building permit to Village Clerk along with any required documentation. The application will be turned into the Village Clerk for approval by the Village Board of Trustees no less than 14 days before a regularly scheduled meeting.
2. The Village Clerk will do a review to ensure the form is filled out completely and signed. Every blank will be filled in with appropriate information or if not needed it will be N/A'd.
3. Village Clerk collects fee and sends building permit via email to the members of the planning commission.
4. Planning commission reviews.
5. If there are no questions, missing information or errors they respond to the Village Clerk with their approval. The approval of the planning commission is indicated with a signature on the building permit or an email stating the building permit is approved.
6. If there are questions, missing information or errors the Planning Commission will notify the resident. Site visits may be required.
7. The resident can correct the issue and return to the Planning Commission.
8. Once approved the Village Clerk will place the building permit on the agenda for the next Village Board Meeting.
9. The Village Board will review and if there are questions ask the Planning Commission during the meeting.
10. If the building permit is approved the Village Clerk will notify the resident.
11. If the building permit is not approved for whatever reason the Planning Commission will handle the issue. Depending on the issue this could be contacting the resident for more information or if it is a Planning Commission issue they will resolve it.
12. When the issue is resolved the Planning Commission will notify the Village Clerk to place the building permit on the Village Board meeting agenda again.
13. Upon approval take a signed copy to the Cass County Zoning office to pay fees and schedule inspections.