



**Professional  
Building  
Inspections, Inc.**

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**PERMIT PROCESS SUMMARY**

1. An applicant wants to build a home, garage, shop, deck, etc.
2. First stop is to the Village office (jurisdiction) to complete their forms requesting development and building permits.
3. The jurisdiction then conditionally approves permit based on zoning bylaws (setback, side yard, building size, etc.)
4. The jurisdiction then sends PBI the 3 copies of blueprints, plans, drawings etc. as per our Plan Review Checklist Form.  
(Requirements do vary depending on project – as noted on the Plan Review Checklist Form.)
5. A plan (drawing) review is done (& invoiced to jurisdiction) by PBI at which time one set of approved drawings are returned to the jurisdiction along with an inspection report.
6. **The builder calls for inspections as the project progresses.** Typical inspections can be as follows (again it depends on what the project is):
  - Foundation
  - Framing
  - Final
  - Reinspection
7. After each inspection is done, a written report showing any deficiencies is sent to the jurisdiction and a copy is left on site for the builder. (Invoices are sent to jurisdiction each month an inspection is performed.)
8. Once project is complete and deficiencies cleared up, our permit is closed.
9. Our file copy of drawings, along with jurisdiction permit copy and final inspection report copy are returned to the town/RM office for their archives.