



Type I

Permit Review Process

1. Intake – Talent (*ongoing*)

- a. Applicant submits completed **Intake Checklist** and all required submittals.
 - i. If fire damaged, include **Debris Removal Checklist**.
- b. Staff reviews and deems whether complete and whether in floodplain (GIS).
 - i. If in floodplain, fill out **Floodplain Determination**.

2. Floodplain Review – Medford (*if applicable*)

- a. If in floodplain, send required materials to Floodplain Manager.

3. Land Use Planning Review – Talent (*Monday & Tuesday*)

- a. Staff reviews application and completes **Intake Checklist** for review of fee data and to determine if special circumstances for Rapid Review Team (*Monday*).
- b. Rapid Review Team reviews application and completes **Rapid Review Checklist** for New Construction or Rebuild (*Tuesday*).

4. Public Works Review – Talent (*Wednesday*)

- a. Public Works review plans for utility lines and review of calculations.

5. Building & Fire Review – County (*Thursday pickup/drop off*)

- a. County Building staff review for compliance with State Building Code.
- b. Fire District staff review for compliance with State Fire Code.
- c. County Building staff conduct any necessary on-site inspections (*ongoing*).

6. Final Review & Customer Pickup – Talent (*as completed*)

- a. Verify required permits completed – Debris Removal, etc.
- b. Verify checklists completed, update database, and calculate final payment.
- c. Contact owner for final payment and pickup.