

## SECTION 2: PERMITTING PROCESS

### RULE 2.1 AUTHORIZED APPLICANT

- 2.1.1 Permit applications may be accepted from property owners, the owner's Contractor or authorized agent, public and private utilities and from governmental agencies.

### RULE 2.2 APPLICATION FOR PERMIT

- 2.2.1 Permit Applicants should plan and allow adequate time for review and approval by WCDPS Permit Office as well as any other jurisdictional agencies. Generally, the greater the scope of work, the longer the permit review and approval process will take. The completeness and thoroughness with which an application package is prepared may significantly reduce the time required to perform an adequate review.
- 2.2.2 Applications for permits shall be submitted in the manner prescribed by and on the appropriate forms supplied by the Permit Office. Applications shall be accompanied by three (3) sets of plans or drawings and a payment for plan review costs according to the current [Cost Schedule](#) established by the WCDPS.
- 2.2.3 A review period begins when an application is received by the Permit Office. A supervisory engineer will perform a preliminary review of the application package within two (2) business days to determine if the plans are adequate to further proceed with the review. The application package will be checked for completeness, payment will be verified and plan sets will be checked against the plan requirements listed in Rule 2.5 below.
- 2.2.4 Depending on the determination of the preliminary review, the Permit Office will contact the applicant and either
- a) Confirm that the project has been accepted for plan review and that the review has begun;
  - b) Decline to accept the project because Wayne County has no jurisdiction in the matter;
  - c) Decline to accept the project due to deficiencies with the application package;
- 2.2.5 If the project is not accepted for review due to inadequate plans, the Permit Office will provide the Applicant with specific reasons detailing why the application has been declined. The Applicant may correct the deficiencies and resubmit the application within thirty (30) business days. If after thirty (30) days, the declined application has not been corrected or resubmitted, the application will be closed and the project materials and payment, less actual review charges, shall be returned.
- 2.2.6 If the project is not accepted because Wayne County has no jurisdiction within the project limits, the Permit Office shall return the payment and project materials less one copy of the plans which shall be kept in reserve.

- 2.2.7 During the review period, the Permit Office will be guided by this manual, as well as other standards and specifications referenced in Rule 1.3 of this manual, prior to taking final action on the application. In most cases, the review engineer will also conduct a site survey of the project. The Permit Office will work cooperatively with the Applicant to resolve all issues prior to making its decision on the application. When a review is completed, the Permit Office will transmit its decision to the Applicant. Plans may be approved, approved with corrections or not approved. If plans are approved with corrections, they shall be resubmitted and stamped by the review engineer prior to issuance of a permit. If plans are not approved, the Applicant is advised of deficiencies and, upon request, given assistance or information as needed for preparing a revised set of plans. The Applicant may resubmit revised plans to continue the current review project. Generally, a plan review decision will be provided within 45-60 work days. Failure to meet this time frame shall not be understood as an implicit plan approval.
- 2.2.8 When plans are approved by the County, the Permit Office will send an approval letter to the Applicant. If no permit is issued, the approval shall expire one (1) year after the initial mailing date.
- 2.2.9 Prior to issuance of the permit, the Applicant or Permit Holder must contact the Permit Coordinator to determine payment amounts for fees, inspection deposit and/or bond, documentation requirements and to schedule an appointment for issuance of the permit. Additionally, the Applicant or Permit Holder shall provide a copy of an insurance certificate, address and contact information of Permit Holder, Contractor and Depositor. After the information and documentation has been provided, the permit is prepared for issuance and signature by the Permit Holder. The permit shall include any additional terms and conditions established by the review. If the Permit Holder does not agree to all terms and conditions of the permit, the permit shall be deemed denied.
- 2.2.10 The permit is fully executed and in force after payment is received and the permit is signed by the Permit Holder and Contractor, or their authorized agent(s), and an authorized representative of Wayne County.