CITY OF CAÑON CITY
BUILDING DEPARTMENT

# COMMERCIAL BUILDING PERMIT PROCESS

**Overall timeframe is typically 45-60 days from when a complete application is submitted. All timeframes are approximate.**
**Having appropriate materials and providing timely response to formal review comments will expedite a process.**
**** SHUMS CODA ASSOCIATES is the City's third party commercial building permit plan reviewer.***

## 1 PRE-APPLICATION MEETING

Encouraged for all applications except minor interior changes. Provides an understanding of the process and project to applicant and the City.

## 2 DOWNLOAD PACKET

Download Commercial Packet from City of Cañon City website (www.canoncity.org).

## 3 SUBMIT TO SHUMS FOR REVIEW

Submit all necessary electronic drawings (see Shums attachment).

Receive and sign review fee schedule agreement with Shums.

(Application and materials usually submitted by Owner's Representative, Project Architect, or Project Engineer.)

## 4 FIRST REVIEW

If application is deemed complete, Shums–3rd party plan reviewer for the City, will review the application.

**Timeframe: Usually within 10-14 working days**

## 5 COMMENTS TO APPLICANT

Letter sent by Shums to applicant and Building Official outlining any outstanding items or items that do not meet code (building, mechanical, etc.).

## 6 APPLICANT CORRECTIONS

Applicant provides missing, requested, and/or updated information.

**Timeline: Up to applicant**

## 7 SECOND REVIEW & LETTER

After Shums has received all requested/updated information, a review will occur. Letter sent to applicant outlining any outstanding items or items that do not meet code.

**Timeframe: Usually within 10-14 working days**

## 8 REPEAT AS NECESSARY

Repeat until all information is received and everything meets relevant codes.

**Timeline: Up to applicant**

## 9 REVIEW COMPLETE

- Shums will notify the applicant and Building Official when a review is complete.
- A final approval letter and marked up plans are transferred to the applicant and Building Official from Shums.

## 10 PAY REVIEW FEES

Applicant pays review fees to Shums Coda Associates.

## 11 ISSUE PERMIT

- Applicant provides two copies of the final original approved and stamped plans to the Building Department, along with applications and any other packet forms/info that need to be submitted.
- City Building Official calculates permit fees and issues permit.
- Applicant pays permit fees and receives permit.

## GO GO BUILD!

Inspections by the Building Dept will occur throughout construction, to be coordinated with the owner or owner's representative until project is complete.

APPLICANT & CITY | APPLICANT | CITY

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