

# HANNIBAL PERMITTING PROCESS

## STEP 1

**Submit plans/application to Building Official**

## STEP 2

**Building Official forwards plans to:**

- City Plans Reviewer**
- Utility Board**
- Fire Code Inspector**

## STEP 3

**Review comments provided to Building Official**

**If plans are compliant,  
permits are immediately  
issued**

**If plans require  
modification, review  
comments forwarded to  
design firm for correction**

## STEP 4

**Design firm modifies plans – resubmits**

**If plans are compliant, Permits are immediately issued**

## Factors that Expedite Permitting

**NO legislative processes are involved. No Planning & Zoning Commission or City Council reviews/approvals necessary.**

**The city strongly encourages a Pre-Submittal Meeting with applicants. Most potential plan problems can be eliminated in-advance, allowing quicker permitting.**

**Prior to construction, the city strongly encourages a Pre-Construction Meeting with builder. Many potential problems can be eliminated in-advance, allowing for quicker occupancy.**

**Permits themselves contain a helpful “checklist” for each construction inspection phase, which helps the builder plan, and increases the likelihood that time and money are not lost to the client.**

## Our Goal

**Assuming quality plans are submitted with minimal error, permits are typically issued in 10-14 days. The city’s goal is 14 days or less.**

***The entire process is expedited to provide a helpful and business-friendly environment!***