

Commercial Application & Plan Review – Building Department *Prior to submitting to the City of Avon Building Department the project must be approved by the Planning Commission

Application

A property owner or their authorized agent applies to the City of Avon Building Department for the permission to build prior to construction. The owner or agent must complete the building and zoning application (zoning application is not required for interior renovations or alterations), including the estimate valuation of the project. Generally, all fees are due after a project plan approval. Please submit four (4) sets of construction document with an electronic format if possible.

Plan Approval Commercial Projects (All commercial buildings & Residential four (4) family dwellings & greater)

Construction documents are submitted to the building department and reviewed by the City of Avon plans examination staff or by an outside consultant firm. Missing information or work not in compliance with the building codes adopted will be issued a correction/adjudication letter. No work may occur without a plan approval and a permit being issued.

Permit (Plan Approval) Issuance

After completion of the plan review process, including correction letter response reviews and approvals of the construction documents the permit review and other associated fees will be assessed . Plan review fees are assessed even in the event the project is not constructed. The applicant will be contacted to pick-up the approved plan and pay for the required fees. The plans can be picked up at the Avon Building Department, Monday – Friday 7:30 AM to 4:00 PM. Payment can be in the form of cash, check or credit card. (Special Note - for credit card payment *American Express is not accepted* and there is a \$5,000.00 limit on all other credit cards).

Residential Application & Plan Review – Building Department

Application

A property owner or their authorized agent applies to the City of Avon Building Department for the permission to build prior to construction. The owner or agent must complete the building and zoning application (zoning application is not required for interior renovations or alterations), including the estimate valuation of the project. Generally, all fees are due after a project plan approval. Please submit two (2) sets of construction document with an electronic format if possible.

Plan Approval Residential Projects (All 1, 2 & 3 family dwellings)

Construction documents are reviewed by the City of Avon plans examination or inspection staff. All plan review fees for residential projects (1, 2 & 3 family dwellings) are included in the permit fees. Missing information or work not in compliance with the building codes adopted will be issued a correction/adjudication letter. No work may occur without a plan approval being issued.

Permit (Plan Approval) Issuance

After completion of the plan review process, including correction letter response reviews and approvals of the construction documents the plan review and other associated fees will be assessed. Plan review fees are assessed even in the event the project is not constructed. The applicant will be contacted to pick-up the approved plan and pay for the required fees. The permit can be picked up at the Avon City Hall, Monday – Friday 7:30 AM to 4:00 PM. Payment can be in the form of cash, check or credit card. (Special Note - for credit card payment *American Express is not accepted* and there is a \$5,000.00 limit on all other credit cards).