



DIVISION OF
PLAN REVIEW & PERMITTING

MEMORANDUM

TO: Permitting Staff
FROM: *R. G.* Becky Gander, Chief of Permitting
DATE: March 18, 2021
COPY: Ashley Holloway, Director-DPRP
SUBJECT: Water/Sewer Receipts

Effective immediately, water and sewer receipts are no longer required to be submitted at time of building permit application for both commercial and residential permits. All permits that would typically require these receipts up front may now be processed without them.

Water and/or Sewer fees must be paid **prior** to permit issuance and therefore it is imperative that the appropriate water/sewer folder is included in the workflow. The respective agency will approve their folder in the route once the fees have been paid. **Building permits will not be issued until the fees have been paid and the agency has approved their folder in the workflow. Receipts do not need to be submitted to the Permitting Office.**

Although permits will still require agency approval, you no longer need to route a copy of the permit and plot plan to them. They will have access to a report that lists permits pending their approval.

Please see me with any questions.