

ELIGIBLE FACILITIES REQUESTS (EFR)

Applicant can drop-in at the Permit Center between 9:30AM and 11:30AM, with no appointment, to obtain an OTC permit for EFR applications.
**System to be re-assessed based on permit volume*

Application materials to be submitted in-person during the appointment and not beforehand.
Applications limited to one per person per visit.

Applicant submits BPA with Form 8 + Application materials required for EFR as an over-the-counter (OTC) alteration permit

Standard OTC Review Process will be followed to review EFRs – Planning Dept, Fire Dept, Building Dept and Department of Public Health to review application.

Planning Department
Planners to check if application meets the eligibility requirements and is within the Substantial Change Constraints for EFRs.

Building Department

Mechanical

Fire Department

Department of Public Health

If application meets requirements

Create PRL, Approve in Accela, Add notes in PTS (Follow PTS Guidelines)

Planning will issue a notice of deficiency if materials are missing from the application

If application exceeds the Substantial Change Constraints and eligibility requirements for EFRs, then applicant will have to submit a project review application (PRJ) and will subsequently need a Conditional Use Authorization (CUA) to carry out the proposed modifications.