One Stop Shop
Business Development Process
Flow Chart*

**Building Department**
- Determine Zoning of Site Location

**Planning Department**
- Rezoning
- Subdivision
- Planning Comm. Review
- Submission of Application and Site Plan
- Request for Vacate/Abandon Right-of-Way/Easement Form (if applicable)

**Building Department**
- Certificate of Occupancy
- Building Permit
- Street Address
- Home Occupation Permit
- Sign Permit
- Various Inspections
- Permit to Develop in a Special Flood Hazard Area App. (if applicable)
- Submission of Drawings

**Inter-Departmental Review**: Applicant information is forwarded to affected city departments such as engineering dept. for R.O.W. Permits and/or Site Work Permits (BMP), electricity dept., utilities dept., etc.

**Utilities Department**
- Electrical
- Water/Wastewater
- Gas Service
- Garbage Service
- Pay Security Deposit

**Sanitation Department**
- Dumpster - Commercial Garbage Service

**City Clerk’s Office**
- Business License
- Alcohol Beverage License (if applicable)

**Public Grants-Funding Programs**
- Commercial Leveraging
- Facade Improvement

**Police Department**
- Premise Information Form

---

If Planning Commission review required, process can take 2-3 months

To obtain Building Permit, process can take 1-2 weeks

*Each project is unique and may not follow the exact process shown.*