

Custom Home Permit Process Workflow

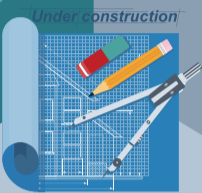


STEP
1

Set a pre-application meeting

Contact: planningapplication@erieco.gov to request application, upload link for documents, and request Pre-Application meeting.

Estimated 2 Week Process



STEP
2

Submit Land Use Application & Plans for Architectural Review

Contact: planningapplication@erieco.gov to request application and upload link for documents. Once you receive an Approved Memo from Planning, move to Step 3.

Estimated 4 Week Process



STEP
3

Submit Building Permit Application

Applicant submits Single-Family Detached – Custom building permit via Customer Self-Service Portal. All required documents will need to be submitted to process permit for review.

Estimated 2 Day Initializing



STEP
4

Receive Permit Review Comments

Planning Review Team members send review comments to applicant directly. If needed, applicant will need to re-submit plans on the Customer Self-Service Portal.

Estimated 3-4 Week Review



STEP
5

Internal Department Review

Application will be internally routed through all relevant departments for their review.

Review Period Varies



STEP
6

Permit Fee Payment

When plans are accepted, the Building Division will contact the applicant with permit fees to be paid.

Estimated 2 Day Process



STEP
7

Receive Approved Plans & Permit Card

After applicant pays final building permit fees and notifies the Building Division, the Building Permit will be issued. The approved plans and Permit Card will be available/released for the applicant to print through the Customer Self-Service Portal.



STEP
8

Manage Inspections & Documents

Applicant may access the Customer Self-Service portal to manage, print documents, and schedule inspections.