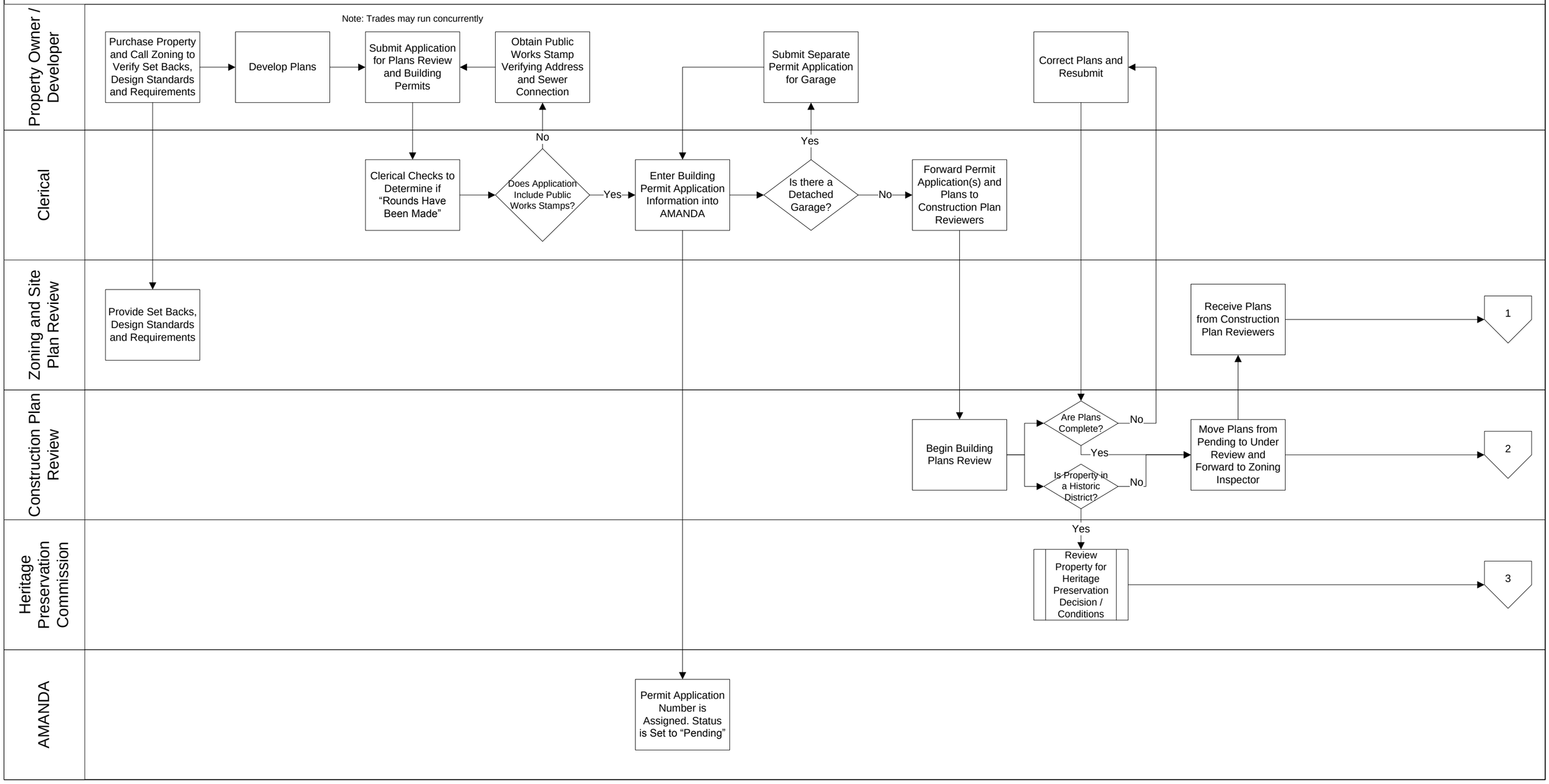
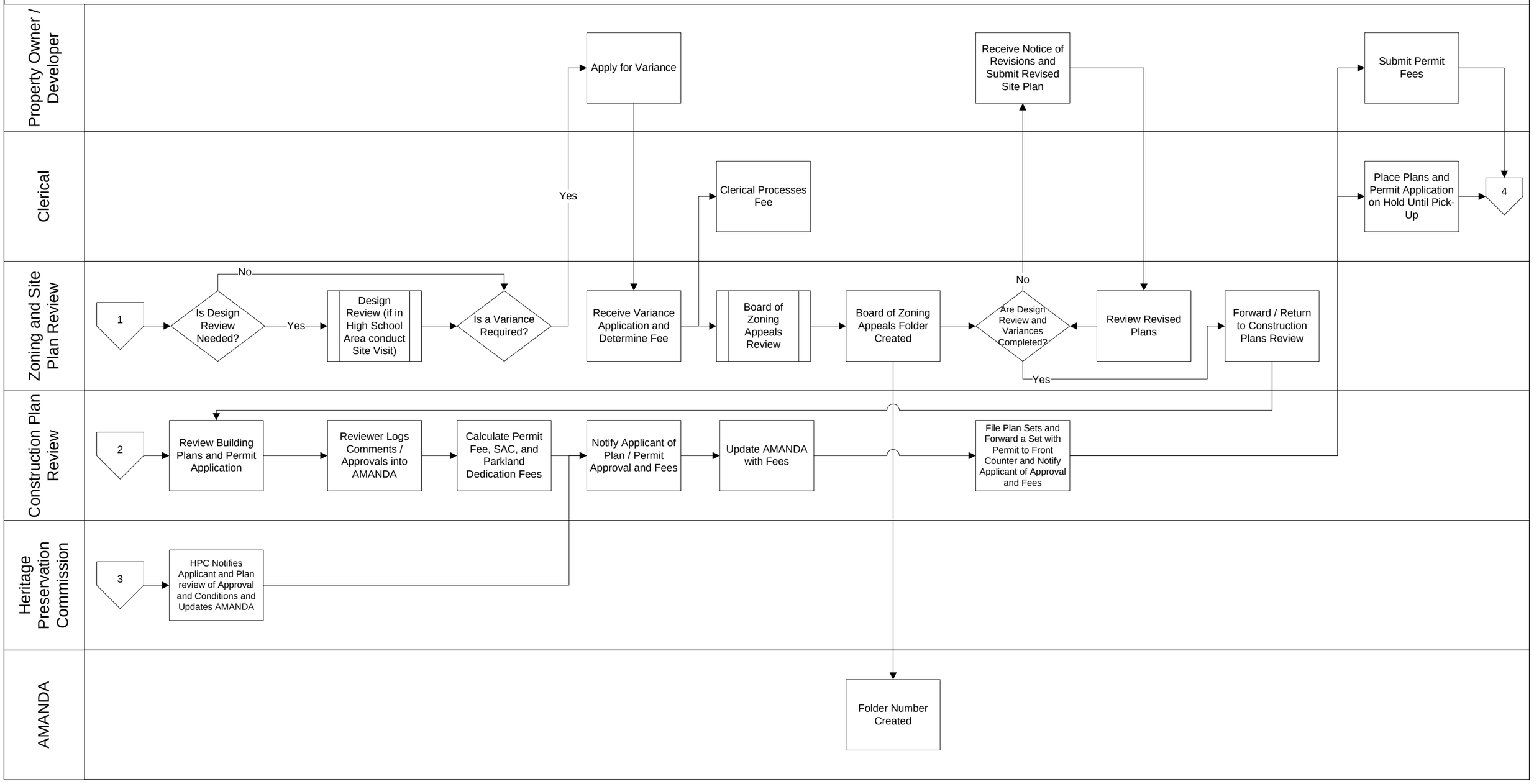
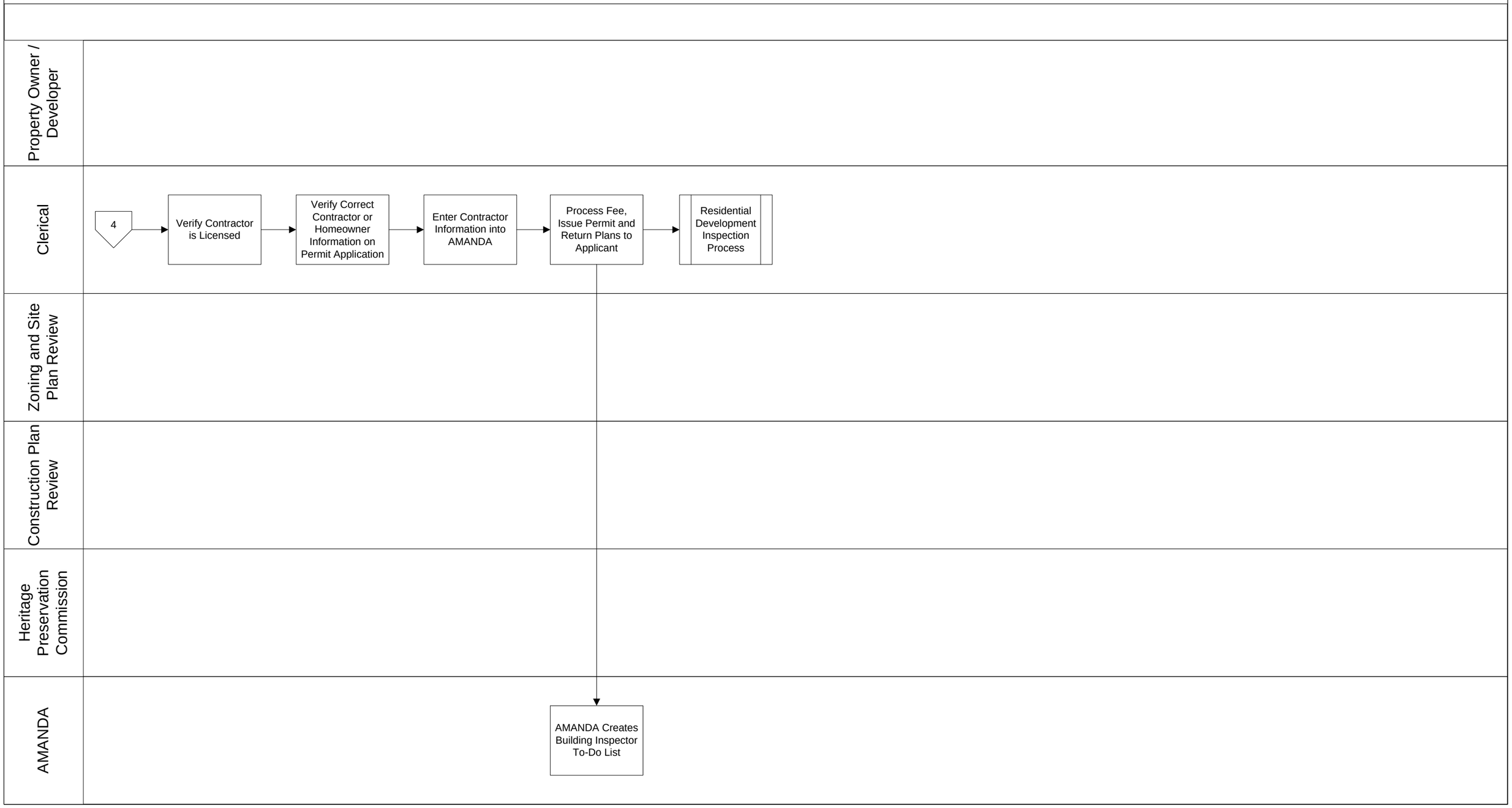
Saint Paul Department of Safety and Inspections – Single Family and Duplex Residential Development Permit Application




Property Owner / Developer
Clerical
Zoning and Site Plan Review
Construction Plan Review
Heritage Preservation Commission
AMANDA
1
Is Design Review Needed?
No
Yes
Design Review (if in High School Area conduct Site Visit)
Is a Variance Required?
Yes
Apply for Variance
Receive Variance Application and Determine Fee
Clerical Processes Fee
Board of Zoning Appeals Review
Board of Zoning Appeals Folder Created
Are Design Review and Variances Completed?
No
Yes
Receive Notice of Revisions and Submit Revised Site Plan
Review Revised Plans
Forward / Return to Construction Plans Review
Submit Permit Fees
Place Plans and Permit Application on Hold Until Pick-Up
4
2
Review Building Plans and Permit Application
Reviewer Logs Comments / Approvals into AMANDA
Calculate Permit Fee, SAC, and Parkland Dedication Fees
Notify Applicant of Plan / Permit Approval and Fees
Update AMANDA with Fees
File Plan Sets and Forward a Set with Permit to Front Counter and Notify Applicant of Approval and Fees
3
HPC Notifies Applicant and Plan review of Approval and Conditions and Updates AMANDA
Folder Number Created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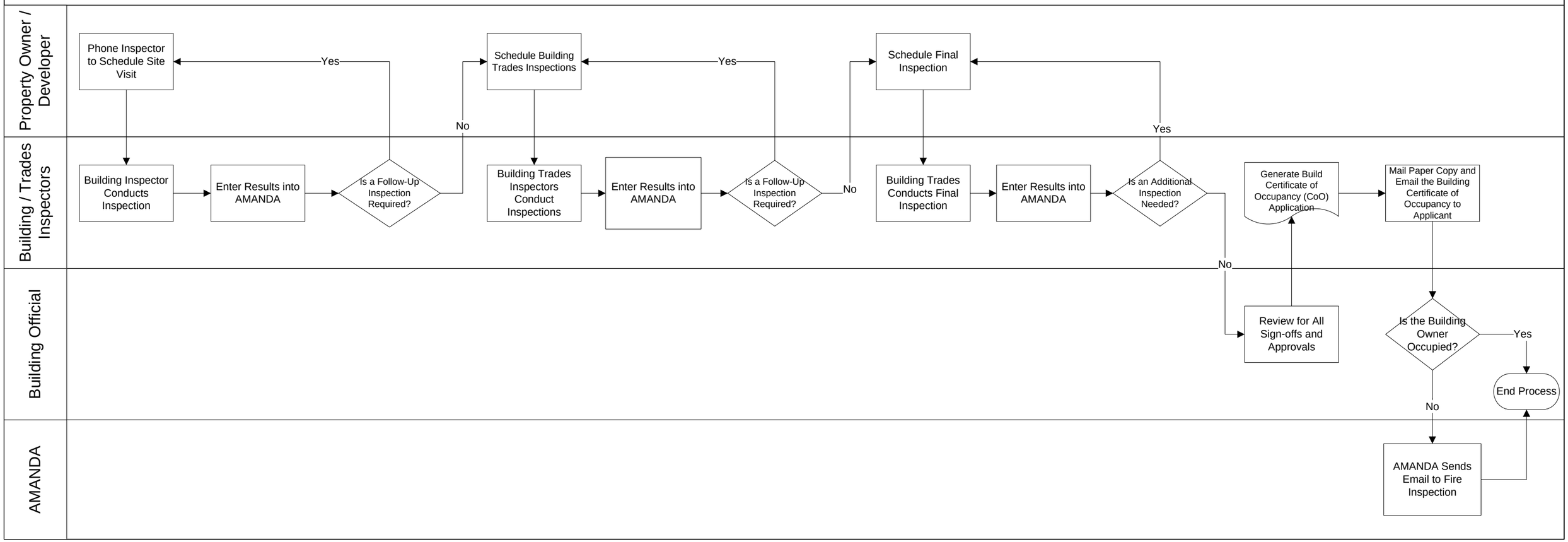
4
Verify Contractor is Licensed
Verify Correct Contractor or Homeowner Information on Permit Application
Enter Contractor Information into AMANDA
Process Fee, Issue Permit and Return Plans to Applicant
Residential Development Inspection Process
AMANDA Creates Building Inspector To-Do List

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