Finding Your Permitting Authority and Applicable Code Edition

Use the parcel and the actual project scope as your starting points. A mailing address helps locate the site. The agency that handles a particular approval depends on where the parcel is and what work is proposed.

Locate the parcel and identify the reviews

Write down the street address and parcel identifier. Check an official parcel or municipal map and save the source and date. Describe the work in a sentence, including any change in use, building footprint, or site conditions. Ask which building, zoning, floodplain, drainage, fire, or other reviews apply to that work.

Confirm the responsible agencies

Confirm the reviewing office for each topic. If a parcel is near a boundary or part of an unincorporated area, ask the office to confirm using the parcel identifier. Miami-Dade County's application guidance distinguishes its building permit process for unincorporated properties from the building officials in municipalities. Some projects also need county reviews. [Miami-Dade County permit application guide]

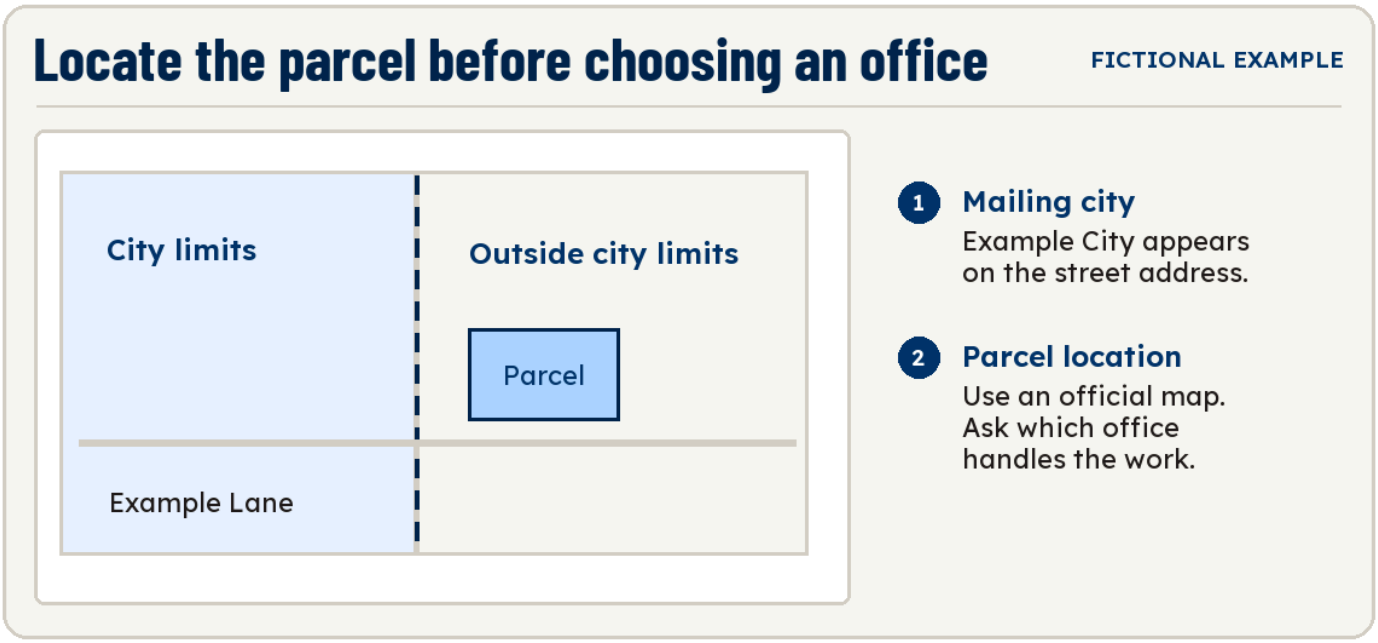

Figure 1. Fictional parcel lookup. The mailing city and the municipal boundary are different pieces of information. Confirm the parcel and type of review with the responsible authority. RES illustration.

Assemble the application history

Save receipts, any notice that an application was accepted as complete, issued permits, expiration or extension notices, and dates for later revisions. Record both the date and status for each action. Ask the agency which events matter under its applicable transition rules, especially for an older, expired, or substantially revised application.

Application history

Event	Date and record ID	Agency confirmation
Application submitted		
Intake accepted		
Permit issued or extended		
Scope or application revised		

Verify the code edition and amendments

Check the official adoption and amendment information and ask how it applies to this permit history and scope. Record the edition, applicable amendments, the source, and the date or status the agency used. Denver's published transition policy is an example of why intake status and later revisions can matter. Florida's Building Commission likewise publishes resources by edition. Denver building codes · Denver code transition policy · Florida Building Commission code resources

What to do next

Already have a reviewer comment? Read How to Respond to a Permit Comment Asking for Engineering.

Planning the construction checks? Read Planning Inspections and Responding to a Missed Inspection.