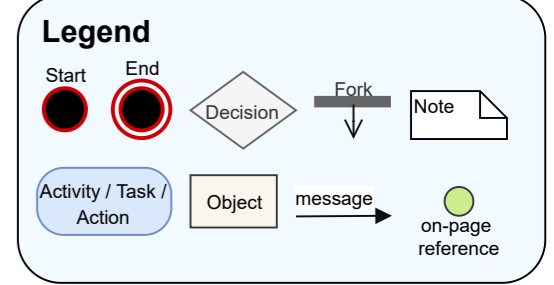
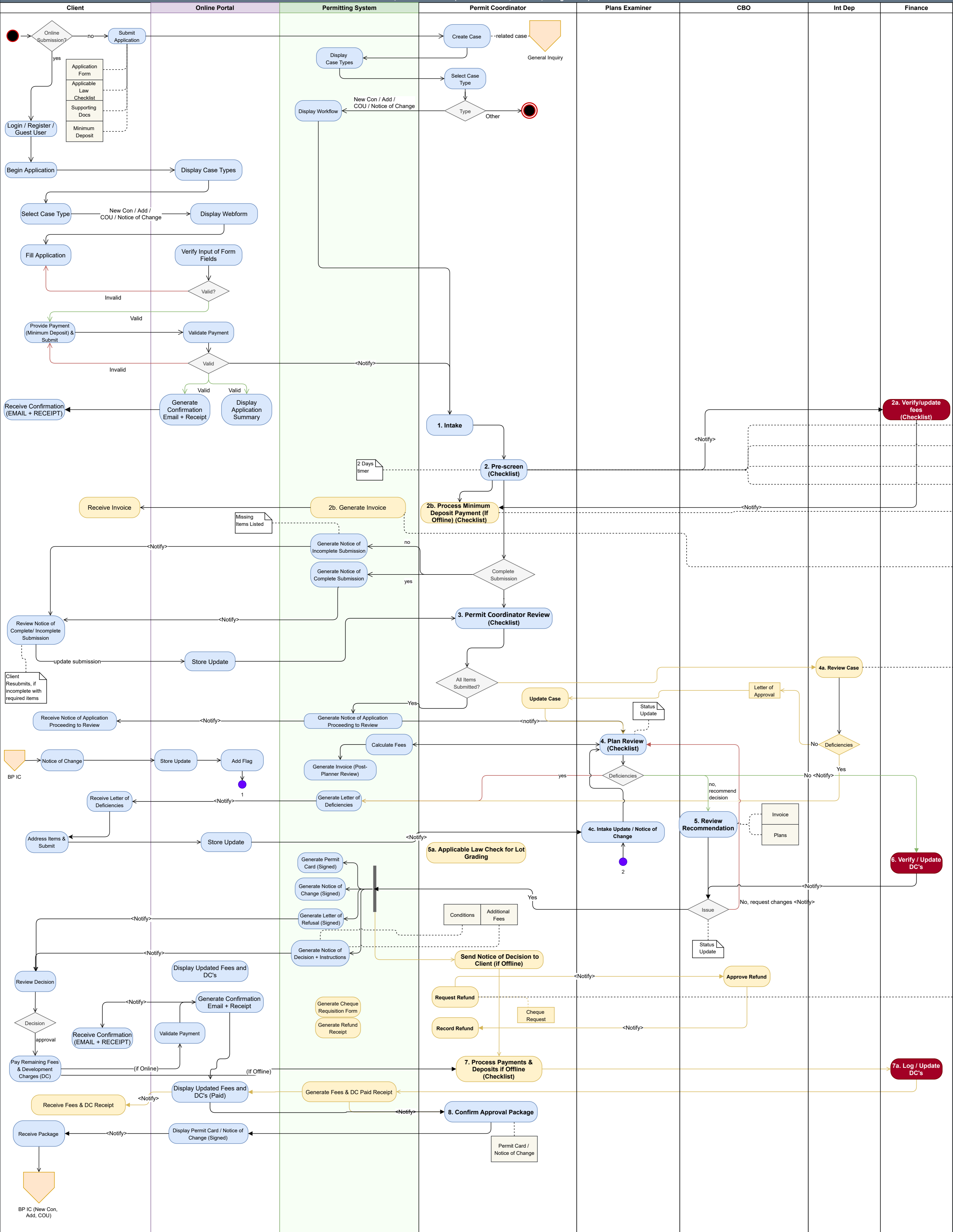


BP - Intake, Review & Decision (New Construction, Additions, Change of Use)



Optional Tasks that can be added to the workflow



- App Checklist
- Applicable Law Checklist
- Min Deposits Paid
- Heritage Building Check
- Process Payment at Building Department Counter/Office using Point of Sale system. Attach receipt.
- Additional application details included beyond POS receipt.

Task can be assigned to multiple departments including Finance.

Refund applicable only for full amount if applicant paid FULL amount but then decided not to do the work (would not be immediately after letter of refusal, would be later to process after fees are paid, prior to construction). Would be ad-hoc for only special occurrences.