

Permit Submittal Process Outline

South Hills Village

Step	Item
1	Tenant Coordination receives a copy of Tenant's Construction Documents (CD's) for Landlord's review.
2	Tenant to determine which jurisdiction project is in and then contact that AHJ for permit requirements.
3	TC completes and issues LL's review of Tenant's CD's to Tenant with applicable review status noted. If approved TC will stamp plans, these must be used to file for permit.
4	Tenant makes permit submittal to the Authority Having Jurisdiction (AHJ)*
	Tenant Coordination approval is not required for official plan submittal but Simon would like to review prior or same time.