City of Morro Bay
Building Permit Process

Begin Project Screening

Planning Action Needed?

No → **Use checklist to prepare plans. Applicant submits plans and pays application fees.**

Yes → **Use checklist to prepare plans. Applicant submits plans and pays Planning application fees.**

Review by Staff, Commission or City Council → **Receive Planning Approval**

Review public improvements if required
(separate encroachment permit may be required)

(Concurrent but separate)

Plans Routed for Review
- Building
- Planning
- Public Works
- Fire
- Harbor (waterfront)
- Health (applicant responsible for submitting plans to Health Department)

Application Approved?

Yes → **Applicant Pays Permit Fees** → **Issue Building Permit** → **Conduct Inspections** Work meets approved plans?

No → **Return comments to applicant for changes and corrections** → **Submit Revised Plans**

Conduct Inspections → **Yes** → **Receive Final Dept. Approvals** → **Issue Certificate of Occupancy or Completion** → **Permit Finaled and closed**

No → **Inspector issues corrections** → **Applicant corrects work**

Applicant Action

City Action