



Designers, Builders and Homeowners

Please read carefully and take special note:

In an effort to streamline our permitting process and decrease your permit turnaround time, we have opted to ensure we have all completed paperwork at time of submittal. ALL revisions MUST have a detailed scope of work attached to be accepted. Only new homes can be an exception to detailed description.

Effective Immediately:

- All plan submittals must be 100% complete (including but not limited to, *JD&S when under 2000 square feet HVAC space, 2nd story floor systems, soil survey and brace wall calculations* when applicable) or the entire submittal will be rejected and closed in the Customer Self Service portal.
- Also subject to a rejected plan submittal will be any expired permits, expired registration and expired insurances/bonds. It is the contractor's responsibility to keep these credentials current.
- Please be sure to apply for your professional license BEFORE submitting any plans.
- All homeowners need to apply for as "Homeowner" before submitting.

As always, **construction plans must be individual pdfs in a zip file**. Manual JDS, soil surveys, truss plan sets, or sets provided by a manufacturer such as carports or engineered structures may be combined in 1 pdf. The examples shown below are an initial submittal and the other is a revision submittal. Please note anything other than a zip file containing those pdfs within (such as a regular folder, pdf outside a zip file or pictures of any kind) will immediately be rejected. Exceptions to zip files will be 2 or less pdfs and Photovoltaic submittals.

 123 Main.zip

 1234 Main Revisions.zip

**NOTE: Any incomplete submittal will result in a rejected or returned application
A rejected application will require a re-submittal. A returned app can be amended.**

Here is how it works:

At the time of plan review, if we do not have all compliant plans, your project will move back to the end of the line and given a later intake date thus delaying your requested permit. This can be recognized as the "shopping cart" theory. If your shopping cart (project) is not completely ready at checkout, you will have to go and get what is needed and get back in line as you cannot be placed in front of other carts (projects) that are already in line and ready for checkout.

If any revisions have been requested, you may notify buildingsafetyreview@amarillo.gov immediately after attaching those to your existing permit in MGO Connect as a courtesy reminder.

It is our desire to permit your project(s) as quickly and efficiently as possible ensuring better customer service and customer satisfaction for all.