



Before Planning Begins, Consider:

- Requesting Zoning Verification
- Discussing Project Viability with City Staff
- Requesting Water/Sewer Capacity Needs

We encourage you to reach out to our Building and Zoning Department and schedule a meeting to discuss.

Required Submittals

- Concept Plan Application with Concept Plan
 - Site Development Plans- including Water/Sewer/Stormwater
 - Building Plans
 - Any resubmittals required after review comments
 - Final Plat- including all As-Built Surveys
 - Utility Service Applications
 - Business and Alcohol License Applications
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Commercial and Industrial Development Procedures

Step One: Concept Plan Meeting

- Prior to meeting, submit concept plan with capacity need and zoning verification for review
- Concept Plan Review Fee \$500*

Step Two: Submit Preliminary Plans for Review

- Site Development Plans (including Water/Sewer/Stormwater)
- Building Plans
- Site Development and Building Plan Review Fees Vary (See Fee Schedule)- required prior to receiving review comments

*All plans will be reviewed for compliance with the 2020 Baldwin Minimum Development Standards, 2006 Zoning Ordinance, Baldwin's Water and Sewer Construction Standards and Most Current ICC Codes

Step Three: Pre- Construction Conference

Upon approved site development and building plan review approval, a pre-construction conference will be scheduled with the Building and Zoning Department.

Required for Conference:

- 4 Copies of All Approved Plans
- Stormwater Management Agreements (if any)
- Miscellaneous Documentation needed for development (ex. Variance Approval)

**Permits issued after this meeting*

Step Four: Request Utility Connections and Sign Permitting

- Request Water and Sewer Connection
- Pay Related System Connection and Installation Fees-
- Submit Sign Permit Application
- Pay Sign Permit Fee

**2019 Baldwin System Connection Fee Ordinance*

Step Five: Follow Inspection Request Procedures

Important Finals:

- Site Development Final
- Building Construction Final
- Fire Inspection Final
- Final Plat Approval
 - As-Builts for Water/Sewer/Stormwater
 - Include any executed stormwater maintenance agreements

Step Six: Submit Applications for All Applicable Licenses

- Health Department Approvals (ex. Food Service or Septic Tanks)
- Business License Application
- Alcohol License Application

Step Seven: Receive Certificate of Occupancy and Licenses

Welcome to Baldwin!!!