XPlan Process Outline

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

1. Items received at front counter
   a. Application forms & fee
   b. Zoning Certificate
   c. 3 copies of site plan
   d. Applicant supplies previous permit number for the house plan being repeated under Xplan process.

2. Computer file created and new permit number assigned

3. Applications and site plan are scanned and previous repeat plans are loaded into current permit record.

4. E-mail notification sent to all agencies to give notice of the receipt of the Xplan project

5. Application package walked to public works and then to plan exam by Permit Specialist

6. Plan exam performed on site issues

7. Application is returned to front counter for agency approval coordination, fee calculation, plans printed, and applicant notification.

8. Permit issuance

9. Building inspection process

10. Final review for all required agency approvals

11. Issuance of the Certificate of Occupancy