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JENNIFER K. CLARK
DEPARTMENT DIRECTOR

DEVELOPMENT INDUSTRY BULLETIN

EFFECTIVE DATE: *May 1, 2019*

TO: *ARCHITECTS, ENGINEERS, GENERAL CONTRACTORS, and ASSOCIATIONS*

SUBJECT: **CLARIFICATON OF COMPLETENESS REVIEW**

BULLETIN NUMBER: **19-01**

FROM:



Jennifer K. Clark
Director

GENERAL:

On February 14, 2019, the City Council adopted the "Money Back Guarantee/Business Streamlining Act", also known as Money Back Guarantee. The effective date of the program was designated as May 1, 2019.

Per the Act, the City's completeness checklists were updated and made more accessible on the City's website. These checklists can be found at:

<https://www.fresno.gov/darm/planning-development/applications-forms-fees/#tab-02>

<https://www.fresno.gov/darm/building-safety/permit-applications-forms-and-worksheets/>

POLICY:

Per the Act, applications defined as complete are those applications containing the information as described in the submission checklists. Completeness review will be limited to only items needed to review and determine compliance with Federal, State and Local codes and ordinances. Completeness review will not include code compliance or correctness review.

Applicant will be notified when an application has been deemed complete and the time lines as specified in the Act are started. Applicants can register and track application status in the City's online system, FAASTER at <https://lmsaca.fresno.gov/CitizenAccess/>.