



# **LCExpress**

Office of the Lucas County Engineer  
Mike Pniewski, P.E., P.S.

1049 S. McCord Road  
Holland, Ohio 43528  
Phone: 419-213-2860

## **PERMIT PROCESS**

### **Intake, Acceptance, Fees**

Once you have successfully submitted your permit application information through LCExpress:

- LCExpress will issue an 8-digit number starting with the current year (ex: 2023-1234)
  - If you did not receive this number you did not complete the application.
- Jurisdiction Check: the LCEO will perform a Jurisdiction Check
  - If you are within an LCEO jurisdiction you will receive an LCExpress email accepting your application.
  - If you are not within an LCEO Jurisdiction, the system will provide you with an email to let you know that you are outside of LCEO Jurisdiction. The LCEO does not issue permits outside of our jurisdiction.
- Submittal validation: The LCEO will review the submitted information to determine what permits are applicable to the development plans.
  - To make sure your permit can be processed and approved as quickly as possible, applicants should review the available checklists to make sure the application information is complete.
  - If the submittal validation cannot clearly identify what permits are applicable, the LCEO will respond and require the applicant to submit any information needed to clarify the application.
- Fees: once the submittal can be validated the LCEO will apply the appropriate fees in LCExpress
  - LCExpress will email fees associated with each applicable permit to the applicant.
  - The email will contain a link to pay the fees online.

### **Review and Approval**

- Payment must be made in order for the LCEO to be able to review your application for compliance.

### **COMPLIANCE REVIEW**

During compliance review the LCEO Reviews your plan for compliance with all LCEO Requirements based on the details you provided in your plan.

- Related Permits created: The LCEO will create additional LCExpress cases for each type of permit that is required.
  - NOTE: Your LCExpress Account will now show multiple cases and case numbers.
- \*Review: The LCEO will review for compliance for each permit case type created that was just created.
  - The review process will take 10 business days from the date of payment or date of resubmittal.
- Response: The LCEO will respond with an approval or a request for additional information, clarification, and correction.
- Corrections Required: The LCEO will provide a document called "Review Comments" and a document called "Disposition of Comments."
  - Review Comments: comments made directly on the plans.
  - Disposition of Comments: A checklist of comments that are made on the plans.
- The applicant must have all comments addressed and the disposition of comments filled out.
- The applicant resubmits the updated information and completed disposition of comments.
- The \*Review process begins again as indicated above.
- In most cases, all the additional cases created for each permit type will need to be approved prior to issuing any permits. The review/approval status of each permit can be reviewed by clicking on each additional case and reviewing the "Workflow" section. The "Target End Date" indicates the date the LCEO expects to have the Workflow item complete.



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## APPROVAL

Once the LCEO can determine all requirements are met through the review process above.

- LCEExpress will email the applicant indicated that the permits have been approved.
- The email will include instructions for obtaining the permits from the Applicant's LCEExpress account.
- The applicant should review the permit for **inspection requirements**.
- The LCEO will provide copies of the permit documentation to all Jurisdictions having authority.
  - For example: if the plan involves an ODOT road, the LCEO will send a copy to ODOT Dist. 2.
- The LCEO will provide a "Blue Slip" to the Building Regulation office if applicable.

\* This information describes a typical Review and Approval process. Your site-specific situations may require the LCEO to deviate from this process. The LCEO will always try to determine the quickest way for the applicant to meet the requirements and obtain a permit.