

SAMPLE 01 · PERMIT COORDINATION

Sample Permit Comment Response Matrix

A structured authority-comment workflow demonstrating classification, response drafting, drawing coordination, responsibility and closure control.

FICTIONAL PROJECT	Cypress Grove Community Center
LOCATION / AUTHORITY	Lakeview County, Florida, USA (fictional jurisdiction)
CURRENT STAGE	First permit review / coordinated resubmittal
BELALHH ROLE	Senior Remote AEC Permit & Technical-Delivery Partner
SAMPLE BASIS	Illustrative civil, architectural, life-safety and utility comments
STATUS DATE	31 July 2026

Executive closure summary

8	5	2	1
TOTAL COMMENTS	READY TO CLOSE	IN COORDINATION	CLIENT INPUT

What this sample demonstrates

A serious permit response is more than a written reply. Each comment is assigned to a discipline, connected to an exact drawing or supporting document, given a responsible owner, and tracked to a defensible closure status.

01 TRIAGE	02 TRACE	03 COORDINATE	04 QA	05 CLOSE
Classify scope and dependencies.	Link response to evidence.	Align every discipline.	Verify wording against sheets.	Track closure by stable ID.

AUTHORITY COORDINATION

Authority response matrix

ID	DISCIPLINE	AUTHORITY COMMENT	PROPOSED RESPONSE / TECHNICAL ACTION	DRAWING / DOCUMENT	OWNER	STATUS
C-01	Civil	Confirm the eight-foot pedestrian facility along the county roadway.	Plan revised to show an 8'-0" shared-use sidewalk. Alignment, transitions and limits are coordinated with the civil base plan.	C-101 / Detail 4	Civil EOR	Ready to close
F-02	Fire / Site	Demonstrate continuous fire-apparatus access and turning movement.	Added apparatus route with entry/exit direction, clear width, inside/outside radii and no-parking limits. Final vehicle template to be confirmed by fire reviewer.	FS-100	Site / Fire	In review
S-03	Sanitation	Show refuse vehicle circulation and identify loading restrictions.	Added forward-entry circulation to screened enclosure, loading position and forward-exit path. No reverse movement is proposed behind the building.	SP-103	Architect	Ready to close
A-04	Accessibility	Clarify accessible parking dimensions, access aisle and route to entrance.	Parking count and dimensions updated; a continuous accessible route is identified with slopes and detectable-warning locations coordinated.	A-001 / SP-101	Architect	Ready to close
L-05	Landscape	Revise planting where utility and sight-distance conflicts occur.	Trees relocated outside utility easement and sight triangle. Shrub massing retained subject to landscape architect confirmation.	L-100	Landscape	In coordination
D-06	Drainage	Provide confirmation that the roadside swale accommodates the design storm.	Drainage narrative references the updated swale geometry. Signed hydraulic calculations remain the responsibility of the project civil EOR.	Drainage memo	Civil EOR	Client input
U-07	Utility / Fire	Coordinate hydrant, fire-department connection and fire-line routing.	Utility plan revised to differentiate hydrant and FDC. FDC remains visible and accessible near the primary entrance; final location subject to fire-department approval.	U-100	MEP / Civil	Ready to close
T-08	Traffic	Reconcile parking supply and trip-generation narrative with the latest site plan.	TIS tables and narrative updated to the current 139-space supply, including 10 accessible spaces. Site-plan references coordinated.	TIS Rev. 2	Traffic	Ready to close

Typical fixed-scope inputs

Authority comment letter or portal export • latest drawing set • previous responses • project location and jurisdiction • deadline • named design disciplines • known EOR / signing arrangements.

Send your authority comments or project brief for a fixed-scope assessment.

REQUEST A FIXED-SCOPE ASSESSMENT →