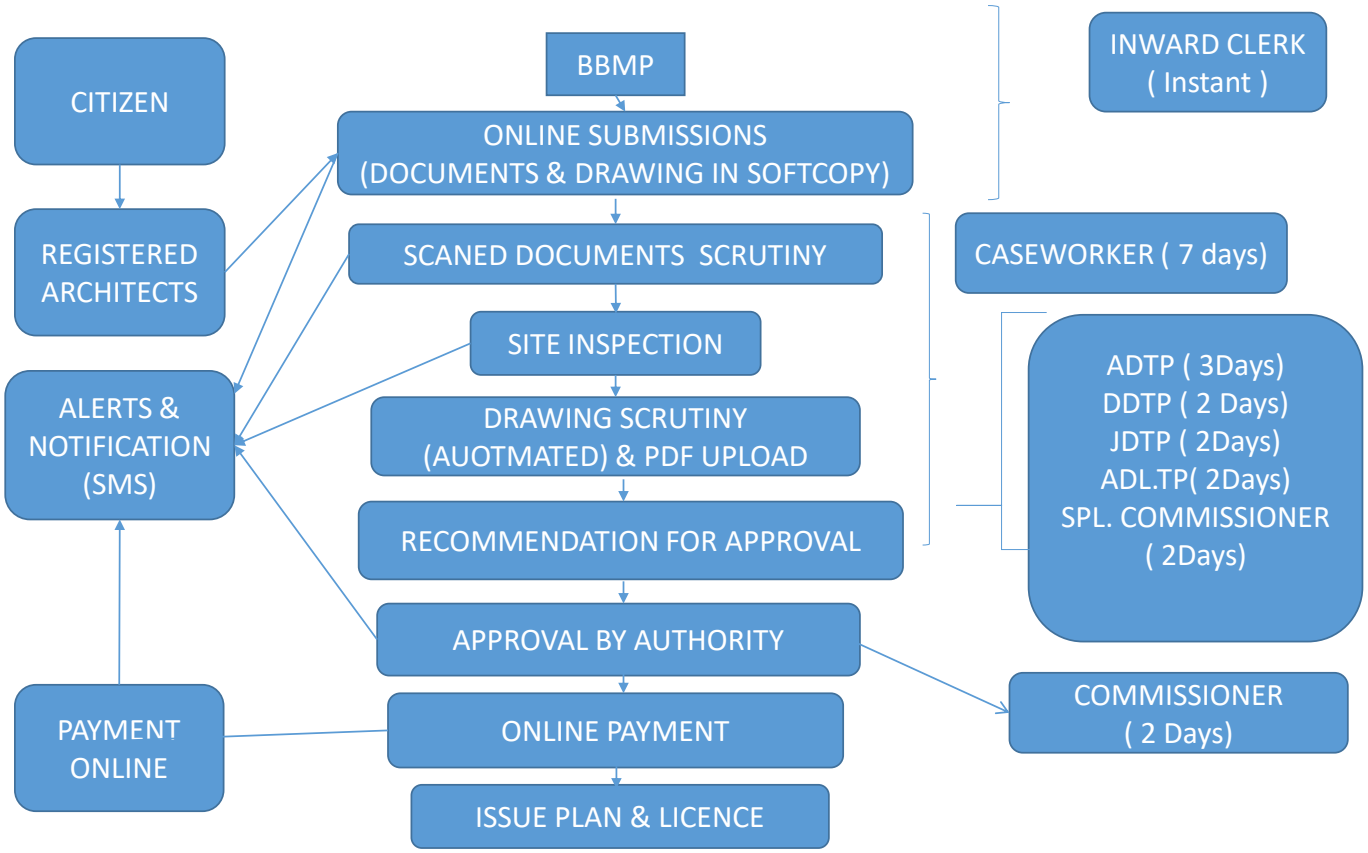BUILDING PLAN APPROVAL WORK FLOW- HEAD OFFICE