

BUILDING AND INSPECTION DIVISION



July 30, 2013

MEMORANDUM

Bulletin G-01-13

To: All Permit Applicants
From: Mike Sands
RE: Elevation Certificates

Beginning immediately we will no longer review Elevation Certificates as a walk in submittal. All Elevation Certificates will have to be submitted for review at the Development Service counter on the second floor of the Ed Ball Building. We anticipate a review time of between 3 and 5 days. Building Certificate of Occupancy will not be granted until this review is complete and acceptable.