



July 2, 2018

MEMORANDUM

BULLETIN G-04-18

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., Chief,
Building Inspection Division

Subject: Final Approval of Building Permits at Building Counter

Effective Monday, July 9, 2018, we will implement a process to expedite final approval of building permits. This process will only be for an administrative building issue, which is outstanding as indicated by the Building Plans Examiner. Here is how it will work:

- If there is only an administrative item(s) missing/necessary to complete the building permit package, the Building Plans Examiner will Approved-As-Noted the Final Building Review of the permit. The Building Plans Examiner will note in the Final Building Review, what items are deficient or require correction in order to issue the permit.
- The Building Plans Examiner will then change the permit status to Returned for Corrections and notify the applicant.
- The applicant will then make the required corrections, gather the required documents, etc., and bring that information/document(s) to Plan Review Counter #1 or #2 (located at the far left of the Building Inspection Division counter) to process the permit.
- Two staff members have been assigned to Plan Review Counters #1 and #2. They will review the new/revised documents provided and compare them to the items noted by the plan reviewer. If all missing information has been provided, the permit will be issued.
- **Please note:** In order to take advantage of this expedited process for plans submitted electronically, you must still bring in the missing documents. We are working on a way to include electronic submittals into this process, but for now, you can either bring in the missing/revised information and have the permit issued immediately; or submit it electronically, and it will go into the plans examiners queue.

The new process should reduce our review times, since the permit package will not have to go into a plans examiner's queue. Here are a few things to help make sure this will work:

- Bring a copy of the plans examiner's Approved-As-Noted comments, when you come to the Plan Review Counter.
- Only building permits that the Building Plans Examiner has Approved-As-Noted, and put in Return for Corrections status. These are the only types of permits that will be processed at Plan Review counters #1 and #2.