

DEPARTMENT OF PUBLIC WORKS
Building Inspection Division



March 4, 2005

MEMORANDUM

Bulletin G-06-05

To: All Permit Applicants

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

Subject: **Temporary Tags for Exploratory Building Permits**

In order to provide a more efficient means of permitting and verification of permitting of exploratory type building permits, a "Temporary Tag" may be used. This procedure is to be used for termite/siding repair where you are not sure of the extent of your work until siding/drywall is removed. This procedure will consist of purchasing Temporary Tags (TT) in advance to be used by the contractor at the proper time, to identify that they are aware that the work they have started will require a permit. The permit must be obtained within two business days of starting the work. Thus if you start the work on Monday, the permit must be obtained by close of business on Wednesday.

Procedures:

1. Contractor purchases Temporary Tags (TT) in groups of at least twenty five (25) from the counter where they obtain permits. Price is \$1 each.
2. When the contractor goes to a job for exploratory work, or ends up on a job where a site visit was necessary to determine if the work to be done required a permit, a TT must be completed (address and date) and placed on the electrical meter can prior to starting the work.
3. If the TT is not completed per above, and a Code Enforcement Inspector (CEI) or Construction Trades Inspector (CTI) comes on the job, a paying citation will be issued for work done without a permit, and per city ordinance a double permit fee will be charged.
4. A completed permit must be obtained within two business days of the date the work was started. If an inspector had noted the date on the TT, and the permit is not obtained within the required two business days, a paying citation will be issued for work done without a permit.
5. When completing the permit application, write the Temporary Tag number in the upper left-hand corner (example TT B-00114).



Remember, this is for exploratory work **only**. It is not to be used on projects where the scope of work is obvious, just to give you a head start. Any work done in this manner will be treated as work done without a permit, Stop Work Orders and citations will be issued. Any contractor who abuses this system will lose their Temporary Tag privileges.

xc: All staff

“You have received this email bulletin because you have subscribed to the City of Jacksonville’s Building Inspection Bulletin Notification Service. If you have received this email in error or desire to be removed from the service, please reply to this email with the word PWUNSUBSCRIBE in the Subject line of the email and you will be removed from the service”