

DEPARTMENT OF PUBLIC WORKS
Building Inspection Division



April 12, 2005

MEMORANDUM

Bulletin G-07-05

To: All Permit Applicants

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

Subject: **Walk-thru Plan Review for Commercial Projects Under \$100,000 That Do Not Require Landscape Review**

In our continuing effort to improve customer service, effective immediately we have now implemented a walk-thru procedure for commercial Alteration and Repair permits where the value of construction is under \$100,000.00, and no landscape review is required. In order to use this procedure you must schedule an appointment on line. On our web site click "Less than \$100,00 Plan Review Schedule" to make the appointment. Presently we have designed the system to accept one half and one hour time periods only. This may be changed later depending on our experience. Make sure you give us contact information in case we need to reschedule. Please bring all construction documents (plans, energy sheets, etc.) including something to substantiate construction cost (copy of contract or notarized statement from owner).

You will be required to proceed through all preliminary steps first (Zoning, Concurrency, DMG, etc.), and obtain a Temporary Permit Number prior to meeting with the walk-thru reviewer. You will also need to separately arrange for a Fire Marshall review. Once approved by the Fire Marshall and walk-thru reviewer, a permit will be typed and ready for payment.

Remember, projects needing landscape review will require a field review prior to permit approval, and can not use this procedure.

xc: All staff

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