

BUILDING INSPECTION DIVISION



April 25, 2008

MEMORANDUM

BULLETIN G-07-08

To: All Permit Applicants

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

Subject: New Policy for Small Residential Projects Walk-in Plan Review Service

Effective May 5, 2008, all permit applicants that choose to utilize our small residential projects walk-in plan review service will be required to have basic permitting information entered into the BID computer system **before** seeing a Small Residential Projects Plans Examiner. This can be done by either of the following methods:

1. Permit applicant may enter all required permitting information into the BID computer system remotely from their office once they have a User Name and Pass Word. A permit number will be generated. Print a copy of the completed Permit Application with the permit number on the application, and obtain owner's and contractor's signature as required. Bring it with plans and all other permitting data and have it signed off by Zoning, Concurrency Management, and Development Management Services as required. Then take it to the Small Residential Projects Plans Examiner's area and sign up to see one of them for a plan review. By having all required data already completed and entered in our computer system you will greatly reduce your wait time at the counter, and speed up the plan review process for your project.
2. Permit applicant may see a Permit Assistant at the Building Counter and ask that they initiate a Permit Application. You will need to supply the Permit Assistant with all required plans and a completed permit application signed off by all required agencies, Zoning, Concurrency Management and Development Management Services etc. Once the permit information has been entered you may then take it to the Small Residential Projects Plans Examiner's area and sign up to see one of them for a plan review.

Following one of the above procedures is intended to provide more timely service with getting your project reviewed. Thank you for your cooperation.

PLANNING and DEVELOPMENT DEPARTMENT