



September 8, 2015

MEMORANDUM

Bulletin G-07-15

To: All Permit Applicants

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

Re: **General Email Address for Submitting Documents**

We have implemented a new email address BIIDDocuments@coj.net for submitting certain documents to the Building Inspection Division. This address will be monitored continually during normal working hours. Please continue to email supervisors and plans examiners as necessary, the purpose here is to save you a trip down town and reduce the number of faxes we receive as they can be hard to read and sometimes don't make it through.

Document types you can submit to this address:

- **Recorded** Notice Of Commencement
- Update contractor information (Proof of insurance, license renewal)
- Mechanical, electrical, and plumbing permit applications. If you are currently faxing them and are unable to do them online.
- Any document that we currently allow to be faxed. (Septic tank finals, change of address request for permit, etc.)
- Letter to Homeowner from Contractor form giving notice of attempts to schedule inspection

Document types you **cannot** submit to this address:

- Any document required to be an original
- Project plans.
- FEMA 1 & 2 Certificates
- Destructive Roof-In-Progress applications
- TCO/PCO/PST applications
- Documents that require a supervisor's approval. These types of documents should be emailed directly to the supervisors to save time. They include permit cancellations, time extension requests, owner inspection refusal letters, expired permit inquiries, and Request for Inspection Exemption for Replacement of Residential HVAC Equipment form