



DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division

March 27, 2003

**MEMORANDUM**

**Bulletin G-09-03**

To: Sign Contractors

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

SUBJECT: **Procedures for closing out a sign permit with an outstanding electrical requirement**

If you are the sign contractor for an electrical sign, but are not subcontracting the electrical work, or can not get the owner to allow you to schedule for the electrical final, the attached procedures will help you close out the permit with an outstanding electrical requirement. **Please read them carefully.** This procedure is only to be used when there is a problem getting the electrical final.

Please keep in mind, if you use this procedure, there will be a violation placed on the owner's property which will not allow him to get any additional permits until the matter is resolved. If the owner calls us to investigate, we must tell him that we received notification from the sign contractor that the owner was not cooperating with regards to the electrical work.

THG/mg

Xc: Larry Donahue  
James Schock



**POLICY AND PROCEDURES TO CLOSE OUT A SIGN PERMIT WHEN AN ASSOCIATED ELECTRICAL PERMIT HAS NOT BEEN OBTAINED AND/OR REQUIRED ELECTRICAL INSPECTIONS CANNOT BE MADE DUE TO OWNER'S REFUSAL TO MAKE PROPERTY ACCESSABLE TO CITY INSPECTOR.**

In order to close out a permit, there must be a certain inspections completed prior to issuance of a Certificate of Completion (C/C). On occasion, a property owner and/or business owner will not cooperate and obtain the required electrical permit and/or make the property accessible to the City inspector for the purpose of making an inspection. When this occurs, the contractor may initiate the following procedures:

1. The contractor shall make at least three (3) attempts to contact the property owner and/or business owner and notify them of the need to obtain a required permit and/or schedule the inspection. The date contacted and the contractor's employee's name that made the attempted contact must be noted for future reference. Attempted contacts may be by telephone, letter, fax, in person, or other appropriate means of contact.
2. After the contractor has made three contacts and the required permit and/or inspection still has not been completed due to owner's refusal to cooperate, the contractor shall reproduce the attached document on the contractor's letterhead.
3. The contractor shall send the completed document (Section 1) to the owner via regular mail and CERTIFIED MAIL-RETURN RECEIPT REQUESTED. Retain a copy for your records.
4. If the required permit has not been obtained and/or inspection still cannot be completed due to the owner's continued refusal to provide access for the City inspector, then the contractor shall complete Section 2 of the document.
5. The contractor shall forward the completed document along with a legible copy of the Certified Mail Return Receipt to the City's Building Inspection Division, City Hall Annex, 220 E. Bay Street, Room 100, 32202, Attention: Larry Donahue, Code Enforcement Supervisor.
6. The supervisor or designated permitting clerk will enter a Violation "V" on screen BZVIO1, with code 320.9999. In addition, a comment must be added similar to "must obtain required electrical permit and a new sign permit " or " must finalize permit XYZ/B/99 before any additional permits issued-THG" (Use initials of discipline supervisor.) This action registers that a violation has been entered for that address and that no future permits will be allowed until the violation is satisfied and cleared.
7. The supervisor will review each case with the Building Inspection Manager. If he is in agreement, the bottom portion of the document will be completed by the supervisor and Building Inspection Manager.
8. After completed, a letter similar to that shown on the bottom of the affidavit will be sent to the property owner and/or business owner by regular mail and CERTIFIED MAIL-RETURN RECEIPT REQUESTED, with a copy to the contractor.
9. Once sent, the referenced permit should be expired with the note "PROPERTY OWNER AND/OR BUSINESS OWNER FAILED TO OBTAIN REQUIRED ELECTRICAL PERMIT AND OR DENIED ACCESS FOR INSPECTIONS, A NEW SIGN PERMIT AND ELECTRICAL PERMIT WILL BE NECESSARY TO CLEAR THE VIOLATION, VIOLATION ENTERED."

Typical Letter to Property Owner and/or Business Owner from Contractor Printed on Contractor's Letterhead

**CERTIFIED MAIL – RETURN RECEIPT REQUESTED Section 1**

Reference Permit No.: \_\_\_\_\_ Type \_\_\_\_ Year \_\_\_\_\_

Dear  
Property Owner and/or Business Owner:

Address: \_\_\_\_\_

Local and State laws require that all electrical work be permitted and inspected. It is your responsibility to make certain that all required permits have been obtained and to provide access for this inspection. You were contacted on the dates listed below, but have refused to obtain the required electrical permit and/or make access available to City inspectors. Please contact us by \_\_\_\_\_ in order to resolve this issue. Failure to do so may result in loss of permitting privileges for this address.

Contacted on: \_\_\_\_\_ By: (Print Employee's Name)

Contacted on: \_\_\_\_\_ By:

Contacted on: \_\_\_\_\_ By:

**Section 2**

I, \_\_\_\_\_, certify that I have made the attempts to notify the property owner and/or business owner of the need to obtain the required electrical permit and/or schedule the inspection noted above and I am requesting that the City take further action.

\_\_\_\_\_ (License Holder's Signature) Date \_\_\_\_\_

(Notary Public) \_\_\_\_\_ Date \_\_\_\_\_

(Note to Contractor: Receipt for Certified Mail must accompany this request)

**Section 3**

Date: \_\_\_\_\_ Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Division Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

Dear Owner

Your contractor has notified us that you failed to obtain all required permits and/or allow access for the above referenced inspection. **PERMITS ARE REQUIRED FOR ELECTRICAL WORK.** Inspection of permitted work is required under the City's Ordinance Code. Although with or without inspections the City does not have liability or responsibility for the quality of your contractor's work, we have found such inspections to be a valuable tool in advancing the public health, safety and welfare concerns upon which the City's requirements are based. Therefore, this correspondence is to

notify you that a violation has been entered at the referenced address, and that no future permits will be allowed until this violation is cleared. This correspondence and the violation are public records under Florida law.

Sincerely,  
Thomas H. Goldsbury, P.E.  
Chief, Building Inspection Division

cc: Contractor