

DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division



October 4, 2002

MEMORANDUM

**Bulletin G-28-02**

TO: All Permit Applicants

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

SUBJECT: Threshold Inspection Reporting

We are preparing to use document imaging to archive correspondence, reports, letters, and drawings etc.

We are requesting that threshold reports be bound in loose-leaf format so we can effectively and efficiently scan these documents without jamming the equipment.

Please make sure the leading document of each report has the permit number, type and year displayed in the upper right hand corner.

Thank you in advance for your co-operation.

XC: All Building Inspection Staff

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