

DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division



October 3, 2002

MEMORANDUM

**Bulletin G-31-02**

TO: All Permit Applicants

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

**Subject: Correspondence with the Building Inspection Division**

We are in the process of implementing document imaging of all permit applications, correspondence and drawing information. It is extremely important that all correspondence with this office contain references (permit number including year and type, RE number, or address ) in the upper right hand corner to which the correspondence is related.

Failure to do so may jeopardize future retrieval of the document in question. Thank you in advance for your cooperation in this matter.

Xc: All Building Staff

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