



May 11, 2006

MEMORANDUM

Bulletin S-01-06

To: All Permit Applicants

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

Subject: Sign Plans Must be on Site for Inspection:

In order to improve customer service, starting May 15, 2006, the Building Inspection Division Code Enforcement Inspectors (CEI's) will be reporting directly to the field in the morning with the exception of one morning per week which will be designated as their "in office" time. This being the case, they will no longer be able to carry a copy of the approved sign permit plans with them for a sign inspection. Therefore, effective Monday, May 15, all sign contractors must ensure that a copy of the approved sign plans must be on site for all Sign Permit Inspections.

Xc: James Schock
Larry Donahue