



MEMORANDUM

DATE: February 9, 2010

TO: Owners, Agents and Contractors

FROM: W. Travis Luter Sr., Building Official
Andre M. Greene, Director of Planning

SUBJECT: Application Process

Owners, Agents and Contractors,

Effective immediately all applications for Building permits shall be routed as follows:

1. Application submitted to the Assistant to the Building Official (Somer). In the absence of the Assistant to the Building Official the application shall be submitted to the Assistant to the Planning Director (Shannon).
2. The individual that accepts the application packet shall verify all necessary documents are included and the documents have been signed in all applicable locations. The individual shall convey to the applicant that the Codes Compliance Specialist will be contacting them to set up a meeting at the property. The individual shall then fill out a permit checklist (see attached) and create the file including making the file labels.
3. The individual that created the file shall forward the file to the Assistant to the Planning Director (Shannon) for review by the Planning Department.
4. A rejected file will be held in the Planning Department until all ordinances and regulations are met.
5. The approved file from the Planning Department shall be forwarded to the Codes Compliance Office for review by the Codes Compliance Specialist, per the DCR E&S regulations.
6. A rejected file will be held in the Codes Compliance Office until all DCR regulations have been agreed upon and/or met.
7. The approved file from the Codes Compliance Office shall be forwarded to the Building Official for Building Plan Review.
8. The rejected file from the Building Official shall be forwarded to the Building Office inbox marked "Pending" and a letter of deficiencies shall be mailed to the applicant. Upon re-submittal of plan corrections the file shall be forwarded to the Building Official for re-review of the Building Plans.
9. The approved file from the Building Official shall be forwarded to the Assistant to the Building Official (or the Assistant to the Planning Director in the absence of the Assistant to the Building Official). The permit is ready to be processed. The permit shall be processed within two (2) working days of the approval by the Building Official.
10. The processed permit shall be put in the inbox marked "Ready to Pick Up" in the Building Office and a phone call shall be made to the applicant notifying them that the permit is ready and provide the applicant with the permit cost.