

BUILDING, PERMITTING AND INSPECTIONS

NOTICE TO CONTRACTORS

May 9th, 2023

We are making a few procedural changes and have listed them below. All items are effective immediately.

- Attic stairs are to be installed at the time of the rough-in inspections so inspectors can properly inspect ducts and attic appliances. A two-foot-wide walkway to the unit and a 30inch deep by 30inch wide level working space in front of the access side of the appliance must also be installed at this time.
- Mechanical ventilation, also known as fresh air, must be installed at the rough-in inspection and have an automatic or gravity damper installed.
- Some lots have drainage challenges that may require an engineered drainage plan.
- Some lots have drainage challenges that may require gutters.
- Certificates of Occupancy for new buildings will now be issued through MyGov and will be sent to the contractor email on file.
- When submitting any type of plan revision, please date and mark the document as a revision before uploading into MyGov.
- When uploading documents to MyGov, upload only the requested documents in each tab. For example, when uploading foundation plans, only upload the foundation plan and foundation details in the upload spot, not the entire set of plans.
- AHRI certificate required to be placed on the furnace at the rough inspection per Department of Energy regulations that went into effect January 2023.

Thank you for all you do and let us know if you have any questions.

Best Regards,

Building, Permitting and Inspection Department