

# BUILDING, PERMITTING AND INSPECTIONS

## NOTICE TO CONTRACTORS

October 4th, 2023

We are making a few procedural changes and have listed them below. All items are effective November 1<sup>st</sup>, 2023.

- All plans must be combined and submitted as one document into the Submittal 1 folder on your permit through MyGov. Documents must be submitted in this order
  1. Site Plan
  2. Elevation Plans
  3. Foundation Plans
  4. Floor Plans
  5. Wind Bracing Plans
  6. Roof, Ceiling & Floor Framing Plans
  7. Energy PlansThere will be a watermarked set of drawings in the Submittal Final Approved folder once reviewed and approved.
- All inspection requests must be received by 3:30pm to be considered for next day inspection. Any inspection requests received 3:31pm or after will be scheduled 2 business days out.
- Permit submittals for duplexes will now be a single permit for the structure and not 2 separate permits for each unit. Please include the address for both units in the description when applying for permits.
- An exterior wall sheathing inspection will be required before siding and vapor barrier installation.

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

Best Regards,

Building, Permitting and Inspection Department