

# BUILDING, PERMITTING AND INSPECTIONS

## NOTICE TO CONTRACTORS

January 18th, 2024

We are making a few procedural changes and have listed them below. All items are effective February 1<sup>st</sup>, 2024.

- Final drainage surveys  
Starting February 1<sup>st</sup>, a drainage survey shall be provided on all existing and new projects to ensure positive drainage away from residential structures and shall be designed to avoid concentration of water from each lot to adjacent lots. A licensed surveyor or registered professional engineer should supply the survey with their seal stamped onto the document. The drainage survey will be required before CO at the final inspection. Please note the Drainage Plans are still required at submittal.
- Checking inspections for validated contractors  
To streamline communication and avoid any delays in reviewing permit documents, we kindly request that you refrain from calling the permit techs to ask for inspection results or if your inspection has been requested. Instead, we encourage you to use the online portal, where you can easily access and retrieve this information. I've attached a simple how-to guide for using the online portal. Please share this information with your subcontractors to ensure a smoother workflow for everyone involved. The permit techs will email this guide to contractors who call for the above requests.
- Changes to final document uploads  
Starting within the next week we will be removing the "Final Document Verification" and replacing it with a space to upload the documents individually. This will allow contractors to upload the individual documents as they received them and avoid waiting till the end of a project to submit final documents. Existing documents that have been uploaded will not change.

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

Best Regards,

Building, Permitting and Inspection Department