

PERMIT INFORMATION

Dear Customer,

Please read the following information carefully regarding your building permit:

1. The permit bag containing the paperwork must be posted outside in plain view so the inspector can see it from the street. **DO NOT REMOVE THE PERMIT UNTIL YOU ARE NOTIFIED BY OUR OFFICE TO DO SO.**
2. The inspector must be able to access the paperwork inside the permit bag. If the bag and paperwork are not accessible, your inspection will fail.
3. The inspector must have access to all work areas. Please be sure gates are not locked when the inspector is scheduled to arrive. If the work areas are inaccessible, your inspection will fail.
4. If inspections fail due to inaccessibility of the paperwork or work areas, you will be responsible for any re-inspection fees. Re-inspection fees and duplicate permits can range from \$50.00 to \$100.00.
5. Once the inspection has been finalized, we will instruct you to remove the permit. Important: Do not throw the permit away. Keep it with your records as proof that you have properly complied with city and county permit regulations.

Thank you

Customer Signature: _____ Date: _____