



Standard Operating Procedures

Supersedes all previous SOPs related to this subject unless otherwise stated herein.

SOP # 2008-03	Effective Date: 9/01/08
Subject: Approved Plans Required on the Building Site	
Purpose: Effective September 1, 2008, it will be required to have the City approved construction plans on the building site. This is another step in our electronic permit process which will reduce additional plan copy costs for the building permit and inspection process. Only one final copy of the approved plans will need to be printed (previously two copies were required) to issue a building permit to the owner or contractor. These plans shall be readily available for all inspections, protected from the weather, and maintained legible throughout the project timeframe.	

APPROVAL DATE: August 01, 2008

Edward J Wagner, CBO
Building Services Director