



Pool Master Requests

CGC or CPC may apply

- Two (2) copies of sealed engineering

PROCESSING:

- Place in folder and label with:
 - Contractor's business name
 - Phone #
- Write it on log
- Place it in the pod basket

Contractor will be informed of Approval or Rejection via phone/email by a Plans Examiner.

One set of approved plans will be placed in the same cabinet as the site checks. The second set is kept in the bull pen near the Permit Coordinators.

Nothing is entered into CRW or tracked.