



## Completion – Comm'l & Res. Permit Guidelines

- Complete Completion Permit Requirements (see form below).

### Processing

- Add note in Chronology indicating a completion has been applied for (include who is taking over and from whom they are taking over) and sent back for review.
- Once the Completion is approved change the contractor name in the computer as well as owners name, if necessary.
- Contact the new contractor and notify them of the approval.
- Add a second note in Chronology that the completion has been approved and that the new contractor has been notified and where the file can be located (TBI drawer, big mamma, etc.)

### Route to:

- All **New Construction** and **Additions** are required to be sent to Chief Inspector/Plans Examiner for pre-review prior to the Building Official's approval. Log and place in Chief Inspectors/Chief Plans Examiner folder. He will then forward it to Building Official for final approval then file will be returned to the CSR that took in the completion.
  - If permit requires additional documents or plans the Chief Inspector/Plans Examiner will indicate on completion checklist to "See Chronology" or Inspection Hold. Chief Inspector/Plans Examiner will indicate in detail what will be needed prior to approving completion request or will indicate what is needed prior to resuming inspections once taken over.
  - If the completion is signed by the Building Official it may be changed over and picked up, follow normal procedure.
  - If the completion is not signed please read what is required, contact applicant, note that they have been notified and file back in big mama. If they choose to go forth with what is being asked for, then when they come in to re-submit you can pull file and forward to completion back to Chief Inspector/Chief Plans Examiner. If same person does not come back, then whatever the requirements were for the original request will also be required for the next person.
- All other permit types will be added to Building Official's log and place in his folder.
- If the permit is still in approved status (has not been issued) the Completion can be approved by the Supervisor or Permitting Expeditor over the counter.

### Fee's:

- Completion Res      \$115
- Completion Com      \$126
- Surcharge              No



# Completion Permit Requirements

1. \_\_\_\_\_ Application  
Notarized Completion Notification Letter and Termination Letter (sent certified to previous contractor releasing them from the project). A copy of the certified receipt goes to the Department of
2. \_\_\_\_\_ Community Development.
3. \_\_\_\_\_ NOC (Notice of Commencement) (If value of the job is \$2,500 or more)
4. \_\_\_\_\_ Owl Affidavit
5. \_\_\_\_\_ Septic Application (corrected by Health Dept.)
6. \_\_\_\_\_ Recorded Warranty Deed (if applicable)
7. \_\_\_\_\_ Owner/Builder Affidavit (if owner is applying for completion)
8. \_\_\_\_\_ Extension Form (if expired)
9. \_\_\_\_\_ Private Provider Notification

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

- Miscellaneous Notes  
 Inspection print screen status

ONCE THE COMPLETION IS APPROVED, complete the following:

- Computer name change  
 Miscellaneous notes  
 New completion fee \_\_\_\_\_  
 Misc. Fee \_\_\_\_\_
- Total to be collected \_\_\_\_\_

**BUILDING OFFICIAL'S APPROVAL** Initial's \_\_\_\_\_ Date \_\_\_\_\_

**Fire Approval Required?** \_\_\_Yes \_\_\_No Initial's \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISOR'S / EXPEDITOR'S APPROVAL** Initial's \_\_\_\_\_ Date \_\_\_\_\_  
 (If permit not issued yet)

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_