

PERMIT STAFF MEETING NOTES 2006

December 19, 2006

Present: Henry Yankowski, Bob Croft, Roger Lovell and PermitCounter Staff

Absent: Angela Lehr

■ **ADMINISTRATIVE**

CUSTOMER SERVICE — A proposed new layout for lobby seating will require staff to be cognizant of customers waiting for service. Remember, customers have a higher priority than personal needs of staff.

HOMEOWNER 434 and 101 PERMITS — Mindy will check these permits to ensure these permits were issued to the primary resident/homeowner. The permit will be returned to the individual staff member who issued the permit for follow up if there appears to be a conflict. Note in BDA if a homeowner recently purchased the property but it has not been updated on the County Assessor's site.

PLAN COORDINATOR — All agreed that this function has increased productivity and is essential. Shelley is doing a fantastic job. Mindy will be trained as the primary backup, and Shelley and Mindy will learn to scan residential plans. All staff will be trained in the basic plan coordinator functions and scanning in the future, (including Roger). See John to arrange a "tour" as plan coordinator.

SCANNING DELAYS — Discussion of scanning of engineer stamped plans being delayed because of the required approval from Zoning. This will be discussed in the future.

■ **ADMINISTRATIVELY CLOSED (A STATUS) PERMIT TWO OR MORE YEARS**

CONTRACTOR PERMIT — Only the supervisor may reopen.

PROPERTY OWNER PERMIT — All permit counter staff may reopen permit with permission from supervisor. Make certain all specified requirements are met (see handout), and note important issues in the permits screen.

REVISED A STATUS POLICY — After the revised A Status Policy for contractors and the public is finalized by Curtis, it will be posted on the web site and Intranet (a link to the document will be mailed to you).

■ **PERMITS FOR NEW R-3 (RESIDENTIAL) & B (COMMERCIAL MIXED USE OCCUPANCY) CONSTRUCTION**

ORIGINAL PERMIT R-3 (RESIDENTIAL) STRUCTURE

- a) All square footage counted in R-3, (similar to an unfinished basement), and a "102" permit is issued.
- b) After final inspections, the Certificate of Occupancy (CO) is issued.

ORIGINAL PERMIT B (COMMERCIAL MIXED USE OCCUPANCY) STRUCTURE

- a) All square footage of the structure is counted, and a "102" permit is issued.
- b) After final inspections, the Certificate of Occupancy (CO) is issued.

PERMITS FOR INTERIOR TENANT FINISHES OF B (COMMERCIAL MIXED USE OCCUPANCY)

- a) Only the square footage of the tenant space to be finished is counted, and a "324" permit is issued.
- b) After final inspections, the CO is issued for the finished tenant space.

■ **PLAN SUBMITTALS & REVIEWS FOR MULTIPLE COMMERCIAL BUILDINGS ON A SINGLE LOT**

This information pertains to plan submittals and permits for multiple structures :

Each building requires two complete sets of plans that include: Code Analysis and Site Plan that shows all existing and proposed structures on the site. Each building will be issued an individual permit.

For City of Colorado Springs only — If the same development plan is used for multiple buildings, the civil sheets can be concurrently walked through other entities (zoning, fire, utilities, etc.)

Exceptions — Construction of a mini-storage facility; convenience store, canopy & car wash; multifamily housing, and any group of buildings that share the same foundation can be shown on the same plan, however a separate permit is required for each structure.

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- **CO FOR NEW 101/102 BEFORE DECK IS BUILT** — If all inspections have been passed with the exception of a deck, Bob said, the original permit can be completed and CO issued if there is a guardrail installed in compliance with code at all openings to the deck/decks. A separate permit will be required for the deck/decks, and will use the same plan number as the original permit.
- **REROOF PERMITS FOR MANUFACTURED HOMES (COMMERCIAL & RESIDENTIAL)** — Permits are required for reroofs on all manufactured units - including those originally issued under 101, 112, and 1121 permits.
- **RESIDENTIAL DETACHED GARAGE DEMO** — Before issuing permit, verify XCU (Explosion, Collapse, Underground Coverage) insurance held by contractor or property owner.

POLICY TO REOPEN OR REQUIRE NEW PERMIT FOR RESIDENTIAL CONSTRUCTION

December 2006

This policy applies to A Status or inactive permits issued for residential construction of a new home. These are 101 permits, but exclude basement finish, garage and room addition permits that are handled under a separate policy. **NOTE:** For permits obtained by a licensed contractor, authorization must be obtained from the Front Counter Supervisor prior to processing.

REOPEN PERMIT

This applies to any permit that has been inactive - or no inspections have been requested - and plans were approved to Codes not more than one cycle older than the current Codes, and meets all of the following criteria:

- Work is substantially complete - Building Framing (BFR), Plumbing Rough (PTO), Heating Residential Rough (HRR), and Electrical Rough (ER) inspections were completed; and
- Original stamped construction documents are provided; and
- No changes have been made or will be made to the approved construction documents.

PERMIT FEE

If the permit has been inactive or abandoned less than one (1) year, it is reopened after payment equal to one half (1/2) of the original permit fee.

If the permit has been inactive or abandoned more than one (1) year, it is reopened after payment of the full amount of the original permit fee

(Refer to Section RBC105.9.1.1, 2005 Pikes Peak Regional Building Code.)

NEW PERMIT

This applies to any permit that has been inactive - or no inspections have been requested - and plans approved to Codes that are two (2) or more cycles older than the current Codes; or meets any of the following criteria:

- Original stamped construction documents are not provided; or
- Changes have been made or will be made to the approved construction documents; or
- Work is substantially incomplete - (Building Framing (BFR), Plumbing Rough (PTO), Heating Residential Rough (HRR), and Electrical Rough (ER) inspections were not performed or did not pass.)

PERMIT FEE AND PLAN REVIEW REQUIREMENTS

The original permit is voided and new permit issued based on the current fee schedule. New plans based on current codes are required to be submitted for review.

(Refer to Sections RBC 101.1, RBC105.9.1, RBC105.9.2.1, 2005 Pikes Peak Regional Building Code.)

The permit holder has the right to request a variance to requirements through the Building Committee.

MANUFACTURED HOUSING NOTICE OF REQUIRED INSPECTION PROCEDURES

November 2006

■ **NOTIFICATION OF REQUIRED INSPECTION**

1. Notification is mailed 60 days after the final inspection was rejected.
2. Enter a B16 Compliance Inspection for the permit number in BDA, under the inspection history write "see notes." Under Notes, enter the action take - Notification of Inspection Required was mailed on (date).

■ **RESPONSE WITHIN 30 DAYS OF NOTIFICATION MAILING**

1. Permit holder calls and requests inspection.
2. Permit holder calls for information. (Note: Make every effort to have the caller schedule the inspection during your conversation to avoid delays or failure to follow through.)
If the inspection is not scheduled:
 - a) Enter the following information under NOTES in BDA for the permit number: Date of call, name of caller and summary of conversation.
 - b) Allow 30 days from date of call for inspection to be requested.
3. OUTCOME:
 - a) If inspection requested and completed, the process ends.
 - b) If inspection is *not* requested or completed, follow procedures outline below.

■ **NO RESPONSE WITHIN 30 DAYS**

Check to see if the permit holder is the owner of the home or a contractor.

1. **PERMIT HOLDER IS HOME OWNER:** If the permit holder resides in a park, send the warning letter of Noncompliance Action to the permit holder and a copy to the owner of the park. (Park land owner information is obtained by linking to the County Assessor Parcel Search under "Related Web Sites" on our web site. (Note: Ask for help if needed to identify ownership of the land - it is typically the first listing on the page of park addresses.) If there is no response within 30 days of the letter of Noncompliance action, then follow procedures for Noncompliance Notice (again please copy the park land owner.)
2. **PERMIT HOLDER IS CONTRACTOR:** If the permit holder is a licensed contractor, provide a copy of the Notification of Inspection Required mailed to the contractor to Jim Vernon. Jim will pursue complaint action through RBD's legal counsel.

PLAN SUBMITTAL PROCEDURES

November 2006

PLAN RECHECK PROCEDURES

- **SUBSTANTIALLY INCOMPLETE PLANS FOR RECHECK** — If the plans reviewer determines that the plans submittal is substantially incomplete and cannot be reviewed, the notation “No Review Performed” is made in BDA review comments, and returned to the finished bin. (The plans coordinator notifies the client to pick up the plans.) When the plans are returned to RBD, the submittal is reviewed as a new submittal even though a plans review number was assigned previously.
- **STANDARD RECHECK** — If the plans reviewer determines that a recheck is required and can be performed by any reviewer, note “no walk through” on the plan. When it is resubmitted, the plan is reviewed by the first available plans reviewer.
- **SPECIFIED PLANS REVIEWER RECHECK** — If the plans reviewer determines that a recheck is required and must be performed by a specific individual, the plans reviewer’s name is written on the plans (both sets for commercial), and in BDA review comments. When it is resubmitted, it becomes the next plan to be checked by the specified plans reviewer.
- **RECHECK SCHEDULING** — Plan rechecks are scheduled for a 1-week turnaround for RBD only — this does not include the rechecks by other agencies. The RBD recheck should be completed within 24 hours of being assigned to a plans reviewer.

ENGINEER STAMPED PLANS

- **RESIDENTIAL ENGINEERED PLANS SUBMITTED BY CONTRACTOR/DESIGNER** — Engineered stamped plans that are submitted by a contractor, architect or design professional, are placed in the current week’s review bin. It is noted “Engineer Stamped” on the plans.
- **RESIDENTIAL ENGINEERED PLANS SUBMITTED BY PROPERTY OWNER** — Engineer stamped plans submitted by the property owner (homeowner) are processed into the standard review process and are checked in the order of the date received. (Do not make a notation of “Engineer Stamped” on the plans.)
- **ENGINEERED PLANS FOR ALTERNATE CONSTRUCTION METHODS** — All plans based on alternate construction methods — such as log, tire or bale — require an engineer stamp. These plans are processed into the standard review process and reviewed in the order of the date received. (Do not make a make a notation of “Engineer Stamped” on the plans.)

PERMITS STAFF MEETING NOTES 2006

October 2006

Present: John Jones, Bob Croft, Angela Lehr, Jan Meyers, Shelley Savage, Heather Lea, Mindy Stuemke and Jeremy Glen.

■ **ADMINISTRATIVE—**

- a) Mindy will be responsible for taking minutes of the meetings.
- b) The need for an accurate fee calculator for permit and plan check fees was discussed.
- c) Continuing education in the 2007 budget approved \$150 for each employee.
- d) Monthly reports will be distributed via e-mail in future.
- e) It is proposed that Angela be given authority to reopen "A-status" permits, in addition to John.

- **POWER OF ATTORNEY** — Legal Counsel verified that Permits Staff may accept Power of Attorney for the purpose of issuing a permit as long as the property is the primary residence of the homeowner, and it is a legal document stating "Power of Attorney" that is notarized. Note: A letter is insufficient even if notarized.

- **PLAN ROOM ACCESS** — As of Nov. 1, access to the Plan Room is limited to Front Counter personnel and Supervisors. There will be a designated "plans coordinator" from the Front Counter who will be responsible for routing all plans from bins/departments, etc. This position will be rotated monthly, and Shelley will fill this role for the month of November. Goal is for better control and less wasted time in too many of us trying to locate plans at the same time.

- **PLAN LOCATION in BDA** — Plan "locations" have been modified in BDA to include new locations of "Monday Plan Check", "Ready to be Scanned" and "Scanned/Finish Bin".

- **RESIDENTIAL PLANS - SUBMIT 1 SET** — Effective Nov. 1, only one set of plans (master and/or site based) is required. A new permanent plan # will be assigned at time of check in, and this plan # will remain with this plan for the life of the plan. (Eliminated is the dual # system - "temporary tracking #" and then a second permanent plan # assigned.) After plans have gone through approval process, they will go to Scanning and once they are scanned, plans and permit can be picked up at the same time. New numbered red tags will be available in Scanning to make sure plans are scanned in order.

- **RESIDENTIAL MASTER PLANS** — Effective Nov. 1, "clean sets" for Masters will no longer be required. Red lines with RBD approved stamps next to them are okay.

- **RESIDENTIAL PERMIT FEE INCREASE** — Effective Nov. 1, the permit fee is increased 25 percent for new Single Family Home Permits (Table B on the 2006 Fee Schedule).

PERMITS STAFF MEETING NOTES 2006

Sept. 26, 2006

- **AFTER-HOUR PLANS REVIEW** — This option is available for a fee of \$100 an hour with a two-hour minimum. If a homeowner or contractor would like to obtain this service, please refer them to Roger Lovell or Bob Croft.
- **COMMERCIAL TCO** — Jeremy will be in charge of tracking commercial Temporary Certificates of Occupancy.
- **COMMERCIAL PERMITS & COMPUTER COMPUTATIONS OF VALUES & FEES** — Computer computations of values and fees for commercial permits were discussed. Please pay close attention to accuracy of these figures. If the computer is not figuring correctly, please copy appropriate screens for follow up with Steve. Four different examples of how to manually compute fees were distributed to each staff member, and are to be returned to John for review.
- **RESIDENTIAL BFT & BFN BY ENGINEER OF RECORD** — Residential additions may have Building Footing (BFT) and Building Foundation (BFN) inspections by the engineer of record, but this needs to be declared when the permit is issued, per Curtis.
- **RESIDENTIAL PLANS - SUBMIT 1 SET** — It has been proposed to require only one set of plans for residential construction – after the plans are approved, they will be scanned into the record, and then when the permit is issued, the one set of plans will be returned to the client and be located on site for inspections. (This applies to both Master Plans and Site-based Plans.) We anticipate implementing this process on Nov. 1, 2006, and if so, verification will be sent to staff.
- **RESIDENTIAL MANUFACTURED HOME ON PERMANENT FOUNDATION** — It was discussed that consistent foundation review on Manufactured Housing is important. Bob will verify with Plan Check on their process as well.
- **TRUSTS & POWER OF ATTORNEY**— Questions regarding any limitations on when this can or cannot be used. This will be shared with staff when a response is received from RBD's Legal Counsel.