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## **1. Purpose**

1.1 In an effort to streamline the process for contractors to submit “over the counter” permits (roofing, mechanical, plumbing and electrical, On-line Permit Processing” was created in February, 2004. This on-line permit process also assists with air quality, in that it saves the contractor vehicle trips to the County to process these minor type of permits.

## **2. Policy**

*Brian to fill in.*

## **3. Definition**

3.1 Over-the-Counter permits are permits for minor roofing, mechanical, plumbing, electrical types of construction.

## **4. Procedures**

4.1 E-Mail notification is received by Community Development Agency (CDA) Fiscal Staff that an on-line (web) permit has been submitted and payment has posted.

4.2 CDA Fiscal Staff print out the receipt in Community Plus and bring to the Customer Service Supervisor for processing. In the absence of Customer Service Supervisor, the receipt is given to one of the Permit Processing Technicians at the front counter.

4.3 Customer Service Supervisor logs into Community Plus’s Main Menu and clicks on “Permitting”, and then clicks on “Permit Information”.

4.4 In the Permit Information Screen. Type in the Permit Number from the receipt and click O.K

4.5 Permit is highlighted in blue, click the “Print Permit” button on the right hand side. A screen comes up with toggle buttons, which indicate “Permit”, “Hard Card”, or “Both Permit and Card”. Click “Both Permit and Card”.

4.6 A print screen comes up with “Mail Merge” highlighted. Click “O.K”. A screen appears saying “Permit Printed”. Click the “Back” button. Another print screens come up with the “Mail Merge” highlighted. Click “O.K.”. A screen appears saying “Card Printed”.

4.7 Two (2) copies of the permit and two sets of inspection cards shall print. Staple and paper clip two sets and give to the Building Department Secretary to process/file.

4.8 If the permit did not receipt, CDA Fiscal Staff shall bring the web check to the Customer Service Supervisor or the Building Department Secretary, have that person receipt the monies and then print out permit and inspection cards and give to the Building Department Secretary for the Department's records.

Policy Initiated By: Jean Jacobs

Policy Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
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