- Complete Completion Permit Requirements (see form below).
- Owner/Builders taking over WEB permits will still apply for & pick up the completion in person at the front counter. The permit number will remain the same.
- After the completion is issued the completion paperwork will be scanned into the system.

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 send back for review.
- Once the Completion is approved contact the new contractor to notify them of the approval and add fees to the financial screen and update contacts with new contractor information.
- 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.

  o If the completion is signed by the Building Official it may be changed over and picked up, follow normal procedure. o 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/rejected status (has not been issued) the Completion can be approved by the Supervisor or Permitting Expeditor over the counter.
- If the permit is in rejected status, the completion must be approved before the new contractor can resubmit.
  Fee's:
- Completion Res $86.25
- Completion Com $94.50
- Surcharge   No

Completion Permit Requirements

1. _____ Application

2. _____ Notarized Completion Notification Letter and Termination Letter, signed by property owner. (sent certified to previous contractor releasing them from the project). A copy of the certified receipt goes to the Department of Community Development.

3. _____ NOC (Notice of Commencement) (If value of the job is $2,500 or more)

4. _____ Owl Affidavit

5. _____ Septic Application (if property ownership changed - 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: _____

Last Rev. 06/19/2020