



DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division



REQUIREMENT / PROCEDURE		09-RP-002	
Subject:	Posting of the Jobsite Permit/Plan for Residential Construction		
Effective Date:	4-1-2009	Revised Date:	06/30/16

PURPOSE

This procedure clarifies the process for posting the jobsite permit/plan where residential work is to be performed. This procedure will assure a consistent and efficient process for conducting inspections.

NEW CONSTRUCTION

Clearly post the following to be visible from the street:

- Lot Number
- Address
- Permit Number
- Permit and plans in a weatherproof packet (plastic folder, sturdy plastic sealed bag, etc. accessible to the Building Inspector)

REMODEL / ADDITIONS / POOLS

The following shall be available to the Building Inspector:

- Permit and plans in a weatherproof packet (plastic folder, sturdy plastic sealed bag, etc.) located adjacent to main electric panel or near the work being performed under the permit.

**PLANS AND PERMITS SHALL NOT BE LOCATED
 INSIDE THE MAIN ELECTRICAL PANEL**

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