

MEMORANDUM

DATE: October 19, 2006, (Original memo dated March 23, 2006)

TO: All local municipalities, police juries, and interested parties

FROM: Mr. Curt McCarty, State Building Official, Office of State Fire Marshal

SUBJECT: Recommendations for the operation of a Construction Permit and Inspection Office

All authorities having jurisdiction must first enact the Louisiana State Uniform Construction Code and enact a local ordinance which dictates the implementation of the code enforcement process. For local authorities having jurisdiction that are considering construction code enforcement through a local permit and inspection office this memorandum contains an overview of the recommended activities and operating requirements associated with this type of office.

The list of activities and operating requirements is not intended to be mandatory or all inclusive and deviations for specific needs should be considered:

- I. Administration
 - a. Oversee all operations (field and office)
 - b. Personnel attendance and payroll documentation
 - c. Direct supervision of fleet management
 - d. Direct supervision of office inventory
 - e. Direct supervision of all fee collections
 - f. Direct supervision of all appeal boards or committees
 - g. Budget development, monitoring, and revisions
 - h. Enforcement of other applicable codes and ordinances
 - i. Communication with external and internal customers Monitor program

- II. Plan Review
 - a. Receipt of permit application, review of all required documentation, processing of all required documentation, issuance of notice of deficiencies and issuance of permits
 - b. Archival and storage of associated drawings
 - c. Post review and processing of additional documentation requirements
 - d. Communication with external and internal customers Assistance with all appeal boards and committees

- e. Certified Plan Examiner must be utilized (either employed or under contract)

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- III. Cashier
 - a. Collection of all required permit and inspection related fees
 - b. Creation and generation of the audit report
 - c. Security of all collected fees
 - d. Transmittal of all collected fees to the Finance Department.

- IV. Record Room
 - a. Receipt and posting of all required permit and inspection documentation (post review)
 - b. Receipt and posting of all required inspection reports (post permitting)
 - c. Storage of all active and inactive permit and inspection documentation (excluding drawings)
 - d. Issuance of all closeout documentation (Certificate of Completion and Occupancy)
 - e. Procurement, receipt, storage and distribution of all office supplies
 - f. Audit, documentation and report of all office inventory (annually)
 - g. Communication of project status to external and internal customers (by phone and in person)
 - h. Communication of inspection approvals to the Fire Department and the utility provider.

- V. Field Inspections
 - a. Receipt, distribution, recording, transmittal, and assurance of all daily requested inspections
 - b. Supervision of all field personnel
 - c. Issuance of all required electrical, mechanical, and plumbing permits (optional)
 - d. Licensure and monitoring of all contractors
 - e. Location and communication of requested sanitary sewer wye locations (Plumbing Section)
 - f. Communications with external and internal customers (by phone and in person)
 - g. Assistance with fleet management
 - h. Registered and certified inspectors must conduct all activities (under direct employment or under contract)

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- VI. Mapping and Municipal Numbering
 - a. Receipt and assistance with flood zone documentation forms
 - b. Issuance of all municipal numbering (includes permanent documentation and storage)
 - c. Receipt and posting of all subdivision plat documentation
 - d. Receipt and posting of all new zoning approvals
 - e. Field observation (as needed)
 - f. Communication with external and internal customers pre and post permit issuance, inspection, and permit closeout (by phone and in person)
 - g. Maintenance and updating of all subdivision plat and zoning approvals (to the Lot and Block map)
 - h. Use of Graphical Information System (GIS) recommended

The following are recommended office supplies and equipment needed to operate the above referenced building permit and inspection office:

- I. Administration
 - a. Fax machine, computers, copier, telephones, forms for attendance and payroll documentation, adding machine, file storage, office equipment, automobile.
- II. Plan Review
 - a. Manual or electronic issuance of permit (permit forms would be required to be printed for a manual operation, and copies of data entry for electronic operation)
 - b. Fax machines, computers, copier, telephones, adding machine, file storage, office equipment (automobile optional)
 - c. Plan review forms for application reviews.
- III. Cashier
 - a. Manual or electronic fee collection
 - 1. Manual – carbon copies for fee receipt forms
 - 2. Electronic – Automated cash register, and computers

- b. Adding machine, safe, telephones, file storage, office equipment.

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- IV. Record Room
 - a. Method of permanent storage of permitted documentation
 - 1. Microfilm – Microfilm copier and reading machine
 - 2. Electronic – Scanning equipment
 - b. File space for permit record documentation (active and inactive)
 - c. Storage for office supplies
 - d. Fax machine, computers, copier, telephones, adding machines, office equipment.
- V. Field Inspections
 - a. Fax machine, computers, copiers, telephones, adding machines, file storage, office equipment, and assorted field tools, and automobiles, code reference material.
 - b. Inspection documentation forms
- VI. Mapping and Municipal Numbering
 - a. Fax machine, computers, copier, telephones, adding machines, scanning equipment, misc. drafting tools, file storage, office eq.
 - b. Lot and Block map
 - c. Zoning map
 - d. Drafting and map reading table
 - e. Automobile (as needed for field observations).

The following are other operations that need to be considered as associated operations for a building permit and inspection office:

- I. Community Development (housing rehabilitations)
- II. Neighborhood Improvement (inspection, recommendation, and assistance with demolition of unsafe housing)
- III. Architectural public works projects (negotiating, bidding, and management of new, or improvements to, public works construction.

I would again like to indicate that this report is not intended to be a comprehensive list of activities and infrastructure requirements, but is intended to assist with the planning and development of a building permit and inspection office.

END OF MEMORANDUM