

ADMINISTRATIVE ANNOUNCEMENT



DATE ISSUED:
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DATE EFFECTIVE:
May 27, 2013

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SUBJECT:

Process Change – No issuance of building permits to projects impacting public infrastructure before obtaining required Public Works construction permits

APPROVED BY:

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In an effort to coordinate the required Public Works construction-related permits prior to the commencement of construction work and avoid damage to public infrastructure such as water and sewer utilities, effective May 27, 2013, the Development Review Customer Service Center will no longer issue building permits (including soil erosion and/or site alteration permits) to projects that also require Public Works Construction Permits until all of the applicable Public Works permits are obtained.

Examples of Public Works Construction Permits include (but are not limited to) right-of-way excavation permits, lane use/obstruction permits, erosion and sediment control permits and right-of-way encroachment permits.

Public Works Construction permits that would be required to be obtained before the building permit can be issued would be listed on the *Public Works Construction Permit Checklist*. This checklist would be distributed along with the *PDR Approved Letter* during the Preliminary Development Review (PDR) process. This information may need to be forwarded to the contractor as the contractor is not always part of the PDR process.

Anytime a Shoring and/or Excavation Plan are required for a project, applicants will need to provide four (4) copies of the plans to the Development Review Customer Service Center. Two (2) copies will be attached to the building plan sets and two (2) copies will be sent to Public Works Utility Connections Division for review.