

Permit Procedures

1. Once permit is taken in it is given to Ron Specht for review and/or approval/rejection.
2. Once permit is approved (signed) it is given back to me, it can take several days for processing depending on the volume of permits received.
3. Permit application and permit placard is prepared and stamped.
4. All contractors listed on the permit are checked in the MSI system for valid insurance information. If not, call to contractor is made.
5. Make copies of all permit and attachments
6. Prepared Permit inspection cards
7. Log all permits in the permit log book
8. Call customer for pick up

Note: Please note that once the permit is signed by Inspector Ron Specht, it can take up to 2 to 3 days for processing prior to notifying the customer for pick up. According to our City Ordinance, timeframe for residential is 14 business days and Commercial can take several weeks.