

“The Building Department Banner”

Volume 4

Keeping the Design Community, Building Contractors, and Permitting Professionals Informed

In this “e-Issue”: Permit Application Process Notes, Growth Management Bureau Move and Post Card Mailouts

1. It's a very busy time for all of us! As we gear up for several Impact Fee implementations over the next couple of months, we wanted to give you as much notice as possible regarding the Growth Management Bureau's move to its new headquarters. The move – affecting the Building, M.S.T.U., Planning, and Zoning Departments – will mean that these Departments will close December 26-29, 2006.
2. To help you plan accordingly please read the notes below. We'll remind you again, here at the Permitting Center as well as electronically, as we get closer to the moving date.
3. Applications for building permits are reviewed by multiple departments or agencies as necessary for determining compliance with building codes, land development codes, local ordinances and state statutes. In addition to the Building Department, your application may need to be reviewed by Zoning, Planning, 9-1-1 Addressing, Environmental Health, and Transportation Engineering.

Effective October 1, 2006 each permit will need to complete the entire review process by all required review agencies before it can be updated with new or additional information.

You can help facilitate the process by following these simple suggestions:

Make sure your initial building permit application is complete and correct,

Monitor your reviews online

Respond to negative review comments with complete correction information that addresses all comments from all departments after all reviews are complete

Drop off a complete package of only corrected second review documents, clearly marked with the building permit number

Your second review will move through the system in the same order that the original reviews were done, and can be tracked online in the same manner as first reviews.

This process will improve the efficiency of the reviewing departments, thereby speeding up the reviews for everyone.

4. Handouts detailing the requirements for a building permit application are available in the Permitting Center and online. If you have any questions please ask for assistance before submitting your application.

**DECEMBER 26-29, 2006
THE PERMITTING CENTER WILL BE CLOSED**

The Growth Management Bureau and Permitting Center operations will close from Tuesday, December 26 thru Friday, December 29, 2006.

This is to facilitate the move of the four Growth Management Bureau departments to:

2710 East Silver Springs Boulevard -- adjacent to the Main Library

Building inspections will continue—but only those inspections which can be scheduled utilizing our online scheduling option. The only manually-scheduled inspections which will be accommodated are final electric/power release applications.

***Contractors:** Please make your staff—engineering, drafting, permit runners, and office managers—aware of our office move and four-day closing. You will need to plan accordingly if your projects may be affected by the January 1, 2007 Impact Fee implementation.*

While the Growth Management Bureau is relocating all Department of Health questions and permit issuance will be handled by the Department of Health at their Ocala headquarters: 1801 SE 32nd Avenue (around the corner from the Marion County YMCA)
For Department of Health inquiries call : (352) 620-3844

The Growth Management Bureau will resume operations on January 2, 2007 at our new location. We look forward to welcoming you to our new offices.

5. The Post Office has identified errors that they would like us to address. The two identified are **old dates on metered post cards** and **excessive postage**. Many of you run through postcards without re-setting the meter amount from the first class-letter amount, which is 39 cents, to the postcard amount. Postcard mailing is 24 cents.

The Post Office advises that meters can be set without printing a date, and that is preferred when the date of mailing is uncertain. This occurs often when we have drop-off permit applications that are in the office for several weeks before all Departments have approved and the post cards are mailed.

We have been asked to ask you--our customers who use meters--to set your meters so they won't stamp a date, and to pre-set only 24 cents for postcard postage!