

Oct. 7, 2020

To try and expedite all permits and inspections, we would like to emphasize several things that are required and have been for some time:

- 1) All correspondence including photos of projects are to be sent through Building Safety, not addressed to specific inspectors
- 2) All correspondence will include permit number where applicable including photos of projects
- 3) Job sites requiring site inspections will have clearly visible addresses on each building with separate permits
- 4) Multi meter bases require lamacoids labels screwed to the upper non-removable part of the can or connections will not be passed
- 5) Any permit applications for hot tub installations will include a load calculation or it will be rejected
- 6) Solar projects require a separate permit from any building permits for that site which must include a detailed SLD
- 7) When applying for a service connect/change include the date and approximate time the power will be disconnected and/or ready for connect
- 8) Service declarations will be submitted at least 2 days in advance unless we deem it an emergency
- 9) Where required, Arc fault breakers have to be in place for all extension of existing circuits and/or new circuits or a final will not be issued. No exceptions will be allowed
- 10) Contractors cannot take out permits for work not covered by their approved Class
- 11) Out of town connects will not be authorized until a site visit is possible or contractors submit all photos as per previous list June 11/2019. No exceptions

As this is a very busy time of the season and construction is up 60% from last season we are trying to keep our interactions as smooth and seamless as possible.

These points are a reminder of existing rules/policies, please reread and follow or projects may be unnecessarily delayed



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