

July 15, 2009

Dear Contractors,

As some of you may know, we have been working on programming new permitting software for the past several months. This new software will include not only the Building Department, but also Planning, Engineering and Environmental Health.

We are getting very close to going “live” with this software. This transition should happen **Monday, August 17th.**

For the most part you as a contractor should experience very little change, **except for the following:**

1. All permit numbers will now have a **prefix letter as part of the number.** This prefix refers to the type of permit: B, P, M, E, TP.
i.e. – your old building permit number **09-0123 will now be B09-0123.**
old plumbing **09-2123 now will be P09-2123**
old mechanical **09-4123 now will be M09-4123**
old electrical **09-6123 will now be E09-6123**
old temp power **09-8123 will now be TP09-8123**

So whatever your current permit number is just add the appropriate prefix letter to the front of it for all inspection requests starting Monday, August 17th.

1. a. **This is most important when you use your old permit to call for an inspection.** The inspection request line now has a new voice, and still follows the same procedure as before except it now will first ask you to enter in your prefix (letter). B = 2, TP = 87, etc., then you will enter in the numeric permit number just as before.
2. All **3 digit codes** for inspection request have changed. **They have all changed.** Please refer to the attached sheet for all new 3 digit inspection codes. **These codes will go into effect Monday, August 17th.**
3. The online/internet inspection request service will not be available on Aug. 17th. All inspection requests will have to be phoned in as the online version will not ready. We hope to have it functioning by mid-September.

Please feel free to call us if you have any questions. We realize the first week we go live is going to have its bumps as we all get used to the change. But change will not hurt us; it will only make us stronger! ☺ The good news is that this new software will interface with the inspection request line, much more efficiently, eliminating many of the frustrations we’ve experienced with the system in the past months.

Thank you for your patience in this transition,
Kathy Skulski
Office Manager
970 668-3170

PERMIT PREFIX	INSPECTION GROUP	INSPECTION TYPE	3 DIGIT CODE
B	BUILDING	CONSTRUCTION BARRIERS	090
B		SITE SET BACK	100
B		FOOTING	110
B		FOUNDATION WALL	120
B		FOUNDATION DAMPROOFING	130
B		CONCRETE SLAB	140
B		FOUNDATION INSULATION	150
B		MASONRY GROUT	160
B		FRAMING	200
B		INSULATION	210
B		BUILDING DRYWALL	220
B		FIREPLACE CHASE DRYWALL	230
B		ROOFING	240
B		EXTERIOR DRYWALL	270
B		BUILDING FINAL	260
B		MISCELLANEOUS	265
B		INVESTIGATION	275
HT	HOT TUB	HOT TUB FINAL	261
P	PLUMBING	UNDERGROUND PLUMBING	300
P		ROUGH PLUMBING	320
P		PLUMBING GAS PIPING	310
P		FINAL PLUMBING	330
E	ELECTRICAL	TEMP HEAT SET	510
E		ROUGH ELECTRICAL	520
E		UNDERGROUND ELECTRICAL	540
E		FINAL ELECTRIC	530
TP	TEMP POWER ELECTRICAL	TEMPORARY POWER	500
F	FIREPLACE	FIREPLACE ROUGH	452
F		FIREPLACE GAS PIPING	451
F		FIREPLACE FINAL	453
M	MECHANICAL	MECHANICAL GAS PIPING	410
M		ROUGH MECHANICAL	400
M		FINAL MECHANICAL	430
GE	GRADING/EXCAVATION	SITE VISIT	700
GE		BMP'S	710
GE		DOCUMENT VERIFY	720
GE		COURTESY	725
GE		EROSION CONTROL	730
GE		DRIVEWAY INSPECTION	735
GE		FINAL GRADING	740
GE		BOND INSPECTION	750
GE		WETLAND INSPECTION	760
GE		ROW INSPECTION	770
GE		OST INSPECTION	780
WDP	WETLANDS DISTURBANCE PERMIT	WETLAND INSPECTION	760
FDP	FLOODPLAIN DEV PERMIT	SITE VISIT	700
PGE	PRELIMINARY GE	SITE VISIT	700
The inspection request line is still 970 668-5959.			
You still must listen for the confirmation number to allow your request to be entered into the system.			