

Routing Building Permit to the City Assessor's Office

City Assessor

700

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1/1/82

1/1/98

1.0 PURPOSE:

To describe the standard procedures associated with the routing of building permits to the City Assessor's Office.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to the City Assessor's Office and the Building Inspection and Neighborhood Services.

3.0 POLICY:

It is the policy of the Building Inspection and Neighborhood Services to route all copies of all building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

4.0 REFERENCES:

None

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Building Inspection and Neighborhood Services shall be responsible for routing copies of building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

5.2 GENERAL POLICIES

5.2.1 The Building Inspection and Neighborhood Services shall send copies of all building permits (with plans and specifications), sign permits, and occupancy permits to the City Assessor's Office.

5.2.2 In the case of new building construction, building alterations and addition, the Building Inspection and Neighborhood Services shall send a complete copy of the plans for the new building, as well as, the building permit, to the City Assessor's Office.

5.2.3 The City Assessor shall use the building permit information as the initial point of action to revise evaluations.