

14. Permit runners may schedule multiple, but not consecutive time slots.
15. The permit specialist will process the applications, give a completed manual receipt to the permit runner.
16. The permit runner will return the cashier's receipt to the permit specialist to show proof of payment.
17. The permit specialist will give the permit runner the appropriate number of copies of the applications and the payment receipt to attach to the packages for distribution. (The white copy of the paid receipt must be attached to the structural plans only if structural plans are required. The pink copy must be retained by the applicant.)
18. The permit runners will then place the separated plans into the plan cubbies designated for each agency.

  
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Stan E. Wildesen, P.E.  
Building Code Official

Attachments