

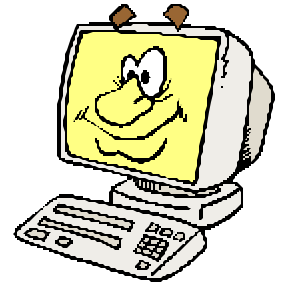


ANNOUNCING

“Permit.Status”

AN E-MAIL TOOL

For investigating the status of
Building and Related
Permits



Here is how to query the system.

NOTE: You must know the complete permit number, especially the letter that precedes the numbers, to use this tool; i.e., B04-00023, AD04-00123, E03-03333, etc.

Open a New Message in your E-mail server

On the TO line type “Permit.Status@co.fulton.ga.us

In the subject line type:

- | | |
|-------------------------------------|--------------------------------------------------------------------------|
| “Send All for X00-00000”: | If you want to know EVERTHING about the permit |
| “Inspections for Permit X00-00000”: | If all you want to know are the RESULTS of Previous Inspections |
| “Conditions for Permit X00-00000”: | If all you want to know is what CONDITIONS may have been attached |
| “Status of Permit X00-00000”: | If all you want to know is where it is in the Process |

(Remember: The syntax of the permit number MUST be exact; i.e., capital letter(s), two numbers to represent the year, a dash and then five numbers, including necessary “0”s to make up the permit number)

More.....



Terminology:

Number is the permit number and includes a letter or two, two numbers to indicate the year of the permit, a dash and then five digits to represent the sequential number of that type of permit

Type indicates the kind of permit that was issued and usually correlates with the letter that precedes the permit number

Date Applied is the date the application was submitted to the County.

Date Approved indicates the date the entire package of information submitted was approved for the permit to be issued. Other terms that may appear are

PLNCK: Drawings are still being reviewed,

ADD: The proper address is being assigned to the property or being researched.

FINALED: All inspections have been performed and approved and the inspection fields have been finalized.

EXPIRED: No activity has occurred in the past 180 days rendering an expired permit.

TCOFO: Temporary Certificate of Occupancy [Only issued to commercial projects. Must follow all guidelines to meet this status.]

COFO: Final Certificate of Occupancy has been issued.

Date Issued shows the date the permit was released or when the fee was paid.

Date Expire is the date when the permit will no longer be valid unless inspections have been conducted or the applicant has obtained an extension.

A/P/D is the Permits Plus short cut for Activities/Projects/ Developments which distinguishes the action that is being taken by the County; i.e., if we are issuing a single activity permit, if there are several activities that are interrelated a Project can be set up and several Projects can be set up as a Development.

People are the responsible parties associated with the activity that is to be permitted

Work Address is the actual physical address of the property which may be different from the mailing address of the applicant, etc.

Parcel Number shows the tax parcel identification number (PIN) as assigned by the Tax Assessor. Parcels that may not yet be assigned as individual numbers may be registered in Permits Plus using the original parent parcel PIN.

Work Description is a brief statement about what is to take place on the property.

Fee Summary information outlines the fees that were calculated, charged and paid.

Inspections Required and Entities outlines all of the inspections that may be needed for this type of permit. Only those which have been done will show the date of the report of inspection, the name or initials of the person conducting the inspection, the action taken (AP for Approved, PA for Partial Approved, DN for Denied), and Comments. Many times you will see "IVRS-Inspection: 0000" on the comment line. This shows that the inspection results were reported through our Interactive Voice Recognition (IVR) system using a telephone. Not all inspections are needed for all permits. Those that are required are the Building Final, Electrical Final, Plumbing Final, Mechanical Final and Site and Erosion Final. Most of these have pre-requisite inspections that must be done, in a certain order, so that the finals can be posted.

Conditions and Statuses is a place on non-single family residential permits for comments from the Building and Structural Building Plan Review Staff that must be satisfied to meet code to release the permit drawings for the next step in the permitting process.

Required Approvals and Statuses provides staff with a place to record any special or unique requirements of this particular permit or those conditional requirements that might have been evoked by the Board of Commissioners during the zoning process.

Valuation Information gives the calculation for the valuation of the property and the basis of the permit fee which is automatically calculated by Permits Plus.

Legal Description indicates any additional physical information that may best identify the property or accretions to the property such as the Water and Sewer permit information, the water meter identification number, the location of the plat book and page number where the subdivision plat is filed in the office of the Clerk of the Superior Court.

Locks/Holds/Notices and Comments are limits that have been placed on the property until something is solved; i.e., a hold on the COFO (Certificate of Occupancy) until a fine or re-inspection fee is paid, a lock on any additional activity until a variance is sought, a notice to ensure that our staff is communicating among ourselves and with the builders, contractors and owners and Comments which is just general information that is nice to know when processing the permit as it might have a greater affect on the general population or on some future activity. These steps can either stop a project or simply send an alert to the staff that something more is needed before the permit can be closed out or moved forward.