

To: The Staff of Permit and Zoning

From: Jimmie R. Lewis, Director

Date: November 03, 2003

Re: Setting up permit Inspections for finals

As of today, if an inspection is set up without a home owner name on the permit application, then it should be set up as a model home inspection. If an inspection is set up with a home owner name on the permit application, then it is a final inspection. Also, if the home is not ready for a final or a model home inspection, then it should be set up as temporary service and no one is to move into the home without a final inspection. Please keep this in mind!

Your attention in this matter would be greatly appreciated.

JRL/emc