

# Written Communications

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Shums Coda Associates, Inc.

Written Communications

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Shums Coda Associates, Inc.

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Instructor  
Steve Thomas, CBO

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- Colorado Regional Manager, Education Director
- 45-years' experience in code administration
- ICBO Committees
  - Small Jurisdictions
  - Fire & Life Safety Code Development
  - Means of Egress Review
- ICC Means of Egress Code Development, Codes and Standards and Code Correlation Committees
- Author of Building Code Basics, based on 2009 & 2012 IBC, Building Code Essentials 2015 & 2018 IBC, Applying Codes to Cannabis Facilities




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Class Summary

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- How to communicate with the public through written communications
- Discussion of different types of documents used in building departments
- Resources for developing documents
- Legal issues regarding documents




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Professionalism

- Professional manner
- Courteous
- Prompt
- Good frame of mind
- Refrain from criticism
- Work to limit complaints




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## Develop a Reputation


- Tough
- Knowledgeable
- Fair
- Reasonable
- Understands construction
- A jerk
- Hard to work with
- Unreasonable
- Arrogant
- Doesn't know the code
- #&\*@\$@&#%



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## Paperwork



- Keep good records
- Keep work up to date
- Be consistent with paperwork
- Streamline forms

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## Records

- Follow basic criteria for developing reports, letters, field cards, notes
  - Keep legal action in mind
- Set up efficient file system
- Destroy old files when permitted

This report does not purport to represent, interpret, assist, or verify compliance with the applicable requirements of any code, statute, regulation, or ordinance. The application, interpretation and enforcement of the code are vested with the Federal Department of Justice. Applicants are encouraged to seek professional review to ensure compliance with the code.

**REVIEW COMMENTS**

The items noted below with a comment number (R-1, R-2, etc.) are items that need to be corrected before the project. Please provide these calculations and details on the plans which type of aggregate you are using, NFPA 11 or NFPA 13K, to get that area.

R-1 Refer to sheet A1.02; all signs such as the inclosure sign must go through a separate application submitted to the Board of Code Enforcement.

R-2 Refer to sheet A6.02. Please provide the ratings of the chutes, the chutes doors, the inclosure signs, etc. (R-2) (1.0)

R-3 Refer to sheet A2.31. The fire fight side of the project has an exterior wall opening that cannot show from a viewing of 4' away from the building. The plans must not show within 10' of the building unless the exterior wall and openings are rated for 10' each side of the space. (R-3)

R-4 Refer to sheet A2.28 and similar roof plans and A7.31; please provide a roof condition plan with flashing calculations. This report does not give the calculations or what is required and what is provided between upper and lower. Additionally, the Manual notes there are no other notes. (R-4)

R-5 Please provide a footing detail page, showing the method of footing all wall openings such as pipes, electrical panels, etc., whether footings and method of providing a drainage plane from top to bottom, using epoxy or plastic means, etc. These details will be followed closely in the field. (R-5) (10.0)

R-7 Refer to sheets A7.1, A7.2, A7.3, A7.4 and A7.5. These appear to be a storage closet in the stairways that open into the stair enclosures. The stair with the stair opens is okay because the stair is completely closed off from the stair enclosures, but the other stair enclosures must not be open to a storage closet. (R-7)


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## Public Relations

- Unskilled people
  - Be patient
  - Expect to spend more time
  - Use opportunity to educate person about codes



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## What is Communication?

- Communication is the sending and receiving of information and can be one-on-one or between groups of people and can be face-to-face or through communication devices.
- Communication requires a sender, the person who initiates communication, to transfer their thoughts or encode a message.



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## 4 Types of Communication

- Verbal
  - Face to Face, Telephone
- Non-verbal
  - Body language, Expression
- Visual
  - Figures, Photos
- Written
  - Emails, letters, reports



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## 10 Tips for Effective Communication in the Workplace

Forbes Advisor

- 1. Communicate the Right Way
- For more effective communication, first, ask these questions.
  - What is the goal?
  - Who needs to hear this?
  - How should I pass the message across?



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## 10 Tips for Effective Communication in the Workplace

Forbes Advisor



- 2. Prioritize Two-Way Communication
- Effective communication in the workplace involves speaking, active listening and feedback.
- Both parties need to understand each other. Now, how can you make that possible?
  - Active Listening
  - Embrace Feedback

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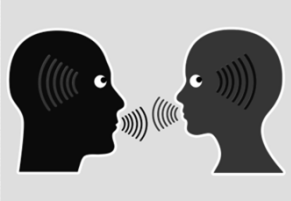
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## 10 Tips for Effective Communication in the Workplace

Forbes Advisor

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- 3. Build Your Communication Skills
- Effective workplace communication starts with you developing good communication skills.
- Here are the vital ones.
  - Be clear
  - Remain courteous
  - Stay open-minded




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## 10 Tips for Effective Communication in the Workplace

Forbes Advisor

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- 4. Embrace the Uniqueness of Each Employee
- One of the most important things to improve communication and employee engagement at your workplace is embracing each employee's unique communication style.
- That means you need to learn about their preferred communication channels and style.
- Then, tailor your communication methods to their select style.

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## 10 Tips for Effective Communication in the Workplace

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- 5. Have One-on-One Interactions
- To improve workplace communication, you need to be intentional about relationships.
- Schedule one-on-one meetings with your team members.
- These meetings show your employees that you value them and are willing to connect with them more personally.
- Plus, the timid or reserved ones tend to be more open and share valuable information and feedback in private settings.




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## 10 Tips for Effective Communication in the Workplace

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- 6. Schedule Weekly Team Meetings
- To foster good communication amongst team members, schedule weekly meetings where employees can speak their minds.
- Team managers can meet with team members to review each week's accomplishments, challenges and concerns.

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## 10 Tips for Effective Communication in the Workplace

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- 7. Make Time for Team Building
- Team building activities often create a dynamic working environment, where people feel safe and build their confidence.



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## 10 Tips for Effective Communication in the Workplace

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- 8. Show Appreciation
- Businesses with engaged and happy workers make 23% more profits than those with miserable employees.
- To move closer to achieving your goals as an organization, you need to appreciate employees and show you care.
- Thank them for their brilliant ideas or for completing a task quickly. And that includes zeroing in on exactly what made you happy.
- It will show that you're genuine, and they can replicate it, too.

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- 9. Get a Team Communication App
- Without good team communication, there will be miscommunications, especially since many organizations are now hybrid or remote.



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- 10. Organize Communication Training Sessions
- Consider holding regular communication training sessions so that both team leaders and employees can grasp basic communication skills that improve workplace communication.




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## Code Official Communication

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- Communication is the keystone of a code official's effective interaction with the public.
- It plays an instrumental role in determining the success of the official in the profession and in gaining compliance with the minimum requirements of the code to provide safe buildings for the community.




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## Code Official Communication

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- Getting along with people, providing good customer service and many other facets in the daily operations of an effective building department rely on good communication skills.




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## Code Official Communication

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- Plan Review Reports
- Inspection Reports
- Correction Notices
- File Notes
- Emails
- Letters



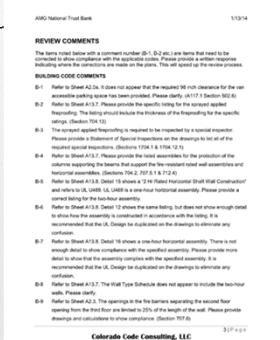
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## The Plan Review Report

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- Be specific
- Reference the code
- Reference sheet with problem
- Proofread the report
- Be sure of your comments



AISC National Trust Bank 1/13/14

**REVIEW COMMENTS**  
The above report relates to a comment number (B-1, B-2, etc.) and items that need to be corrected to show compliance with the applicable code. Please provide a written response indicating when the corrections are made on the plans. This will assist in the review process.

**BUILDING CODE COMMENTS**

B-1 Refer to Sheet A1-26. It does not appear that the required 88 cfm clearance for the exit accessible parking space has been provided. Please clarify (A117.7 Section 502.6).

B-2 Refer to Sheet A1-2. Please provide the specific listing for the carpet applied throughout. The listing should include the thickness of the padding for the specific listing. (Section 704.10)

B-3 The egress-rated door opening is required to be inspected by a licensed inspector. Please provide a Statement of Special Inspections on the drawings to list all of the required special inspections. (Sections 1704.6 & 1704.12.1)

B-4 Refer to Sheet A1-2. Please provide the listed assemblies for the protection of the columns supporting the beams that support the suspended steel roof assemblies and horizontal assemblies. (Sections 702.2, 707.5 & 712.4)

B-5 Refer to Sheet A1-8. Detail 18 shows a 2 1/2" Round Horizontal Shaft Collar Construction and refers to UL 308B. UL 308B is a one-hour horizontal assembly. Please provide a corrected listing for the horizontal assembly.

B-6 Refer to Sheet A1-8. Detail 12 shows the same listing, but does not show enough detail to allow for the assembly to be constructed in accordance with the listing. It is recommended that the UL Design be duplicated on the drawings to eliminate any confusion.

B-7 Refer to Sheet A1-8. Detail 18 shows a one-hour horizontal assembly. There is not enough detail to show compliance with the specified assembly. Please provide more detail to show that the assembly complies with the specified assembly. It is recommended that the UL Design be duplicated on the drawings to eliminate any confusion.

B-8 Refer to Sheet A1-7. The Metal Type Schedule does not appear to include the horizontal cable. Please clarify.

B-9 Refer to Sheet A2-2. The openings in the fire barriers separating the second floor parking from the first floor are shown to 20% of the length of the wall. Please provide drawings and calculations to show compliance. (Section 707.6)

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### Sample Comments

- Arch. Dwg. A501 Review Comments: Specify the width/riser / treads for the new stair to the Mech. Room. Specify a guardrail at the floor opening. Address the incidental use separation at the Mech equipment (furnace) per IBC, Table 508.2.5.
- Confirm / document that fire alarms shall be provided per IBC, Section 907.2.9.1 and address the 1-Hour firestopping at the plumb penetrations at the 1-hour F-C assembly (specify applicable UL assemblies or equivalent) per IBC, Section 713.4.1.1.2 and electrical membrane penetrations per IBC, Section 713.4.1.2.

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### Sample Comments

- Refer to Sheet A13.7. Please provide the specific listing for the sprayed applied fireproofing. The listing should include the thickness of the fireproofing for the specific ratings. (Section 704.13)
- Refer to Sheet A11.2, Section A. The two-hour enclosure around the exit stair is not continuous. The horizontal assemblies separating the basement from the stair enclosures and the basement, and the adjacent exit passageway. (Section 1022.1)

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### Sample Comments

- 
- The garage must comply with Section 309.
  - The door between the garage and dwelling unit must be a minimum 1 3/8 inch thick solid wood, solid or honeycomb core steel door not less than 13/8 inches thick, or 20-minute fire-rated doors. (Section 309.1)

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### Sample Comments

- 
- The stairs do not comply.
  - Refer to sheet A-5. The minimum tread depth of the stairs are required to be 10 inches per Section R311.5.3.2

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## Sample Comments

- Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1. These provisions shall not apply to walls, projections, openings or penetrations in walls that are perpendicular to the line used to determine the fire separation distance. Projections beyond the exterior wall shall not extend more than 12 inches (305 mm) into the areas where openings are prohibited.

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## Sample Comments

- The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

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## Sample Plan Review Report

**SHUMS CODA ASSOCIATES**

**Plan Review Report**

**Project:** Rena CA Addition  
**Project Location:** 133 East Colorado Ave, Tabernash, Colorado  
**Date of Review:** October 6, 2023  
**Based on Plans/Text:** May 6, 2023  
**Architect:** Sarah Anshelms  
**Reviewer Contact:** Steve Thomas

**Project Information**  
**Occupancy Classification:** Group RM, R-2  
**Type of Construction:** Type VB  
**Automatic Fire Sprinklers:** NFPA 13

**Codes Used For Review**  
**Editor:** SCS  
**Code:** 2018 International Existing Building Code (IEBC)  
**2018 International Building Code (IBC)**

**Notice:** This plan review is based on the codes above and represents a list of conditions necessary to comply with the requirements referenced within them. This review is not a building permit. The local jurisdiction is responsible for issuing the appropriate permits based on this review. The approval of plans and specifications does not prevent the violation of any section of any federal, state or local regulations. All comments in this report are based on the information provided on the drawings and supporting documentation provided for review. Colorado Code Consulting, LLC does not accept any responsibility for any conditions that were not known at the time of this report. The reviewer has not performed the report if additional information is required. This report does not purport to review, interpret, apply, or certify compliance with the accessibility requirements set forth within the Americans with Disabilities Act (ADA). The application, interpretation and enforcement of the ADA are vested with the Federal Department of Justice. Applicants are encouraged to seek professional review to ensure compliance with the ADA.

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## The Second Review

**Review Comments**

The review comments are a comment number (R-1, R-2, etc.) and items that need to be corrected. The review comments are a comment number (R-1, R-2, etc.) and items that need to be corrected. The review comments are a comment number (R-1, R-2, etc.) and items that need to be corrected.

**REVIEW COMMENTS**

These comments are in addition to and complementary to the comments provided in the plan review comments for the review of the project. The review comments are a comment number (R-1, R-2, etc.) and items that need to be corrected. The review comments are a comment number (R-1, R-2, etc.) and items that need to be corrected.

**R-1** As an unpermitted addition, the east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-2** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-3** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-4** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-5** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-6** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-7** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-8** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

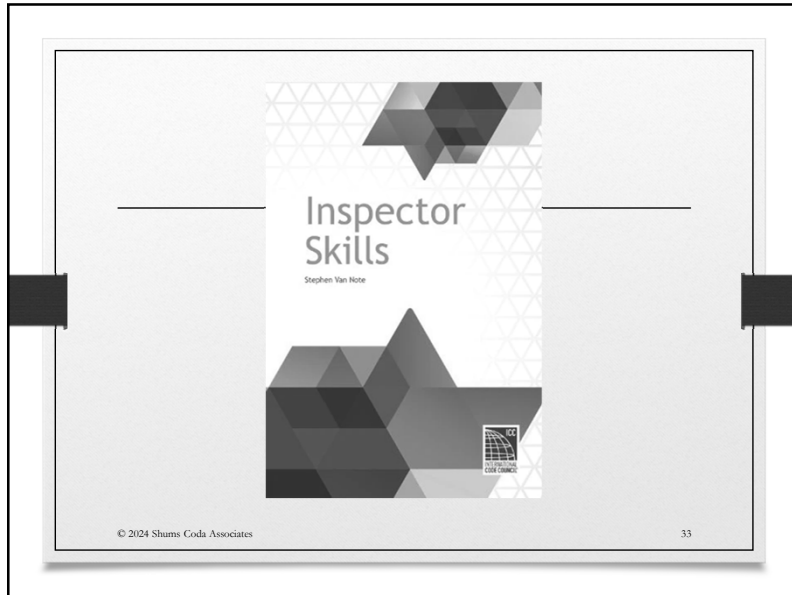
**R-9** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**R-10** The east wall of the dwelling is located 4 feet from the property line and therefore must be a minimum one-hour fire-resistance rated construction. Please provide details of the construction of the wall to show that that the wall meets this requirement.

**Shums Coda Associates, Inc.**

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- Just check for original comments
  - No new comments
- Confirm corrections
- Prefer architect provide written response with change reference



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## Inspection Reports, Correction Notices, File Notes

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- Written communication for an inspector usually comes in the form of inspection approval, deficiency or correction notices, or file notes that record the results of field inspections and document conversations with owners or contractors.

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## Inspection Reports, Correction Notices, File Notes

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- The actual methods for delivering inspection results to the permit holder and recording those results for the record are going to vary greatly from one jurisdiction to the next and depend largely on department policy and available technology.

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## Inspection Reports, Correction Notices, File Notes

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- The point of the message needs to be stated clearly and briefly right up front, followed by clear direction for any required actions on the part of the contractor or owner.

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## Inspection Reports, Correction Notices, File Notes



- Whether it's a correction notice, memo to the builder or field notes for the file, the same basic principles apply.
- First of all, these notes should be written as if they might be read by anyone—an elected official, a judge, a manager, a reporter, a property owner, other contractors or the public.

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## Inspection Reports, Correction Notices, File Notes

- The inspector should take care not to write something she or he will regret later.
- As always, the tone should be respectful, the intent helpful and the message clear and concise.



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## Inspection Reports, Correction Notices, File Notes

- Be specific
- Reference the code, if possible
- Be sure of your comments
- Avoid opinions
- Avoid Criticism

**718.2 Fireblocking.** In combustible construction, *fireblocking* shall be installed to cut off concealed draft openings (both vertical and horizontal) and shall form an effective barrier between floors, between a top story and a roof or attic space. *Fireblocking* shall be installed in the locations specified in Sections 718.2.2 through 718.2.7.

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## Sample Comments

- This is the worst framing job I've seen in 20 years! You need to find a good saw and hammer and learn how to use them. Obviously, nobody's even looked at the truss drawings. Need lots of truss bracing. The rest of the framing is approved—reluctantly.



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## Sample Comments

- Framing corrections required:
  - Lateral bracing on trusses T-8 thru T-16, and T-22 thru T-26
  - T-braces on trusses T-19 thru T-21
  - Nailing 12" OC on girders G-2 and G-4 (see circled items on attached truss design drawings)
  - Trusses T-8 thru T-26 need top of wall connectors rated at 250 lbs.
  - Face nail wall corners w/ 16d at 12" OC
  - Call for reinspection before covering.

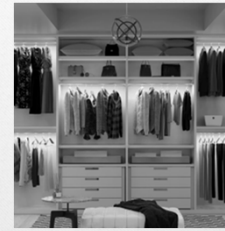


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## Sample Comments



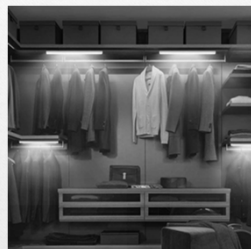
- I can't approve this installation of a closet light. It might meet the code right now, at this time, but it's not in my best interest to approve it. I've seen attempts before to skirt around the rules, get it approved and switch things out later. It's just too easy to change this in the future. It's my job to ensure safety over the long run, not just for today, but for the future. I'm always going to err on the side of safety.

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## Sample Comments



- The fluorescent light fixture in the ceiling of the front closet meets the minimum clearance requirements of the code and is approved.

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## Sample Comments

- Framing violations:
  - Nail plates for plumbing
  - Fireblocking
  - Exterior wall blocking



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## Sample Comments

- Framing corrections—install the following:
  - Metal shield plates on studs at PVC drain lines in bathrooms
  - Fireblocking to separate kitchen soffit from stud cavities
  - 2X blocking at horizontal joints of OSB wall bracing for garage Okay to insulate, but leave these areas visible for reinspection at the time of insulation inspection. Please call for inspection.



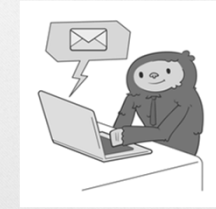
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## E-Mail

- E-mail has become one of the most popular, convenient and efficient ways of communicating.
- Code Officials are often not available in the office for contacting in person or by telephone.



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## E-Mail



- E-MAIL MESSAGES ARE NOT PRIVATE!
  - Property of the jurisdiction
  - Part of the public record subject to open records laws
  - Discoverable in lawsuits

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## E-Mail

- Every e-mail should be written as if it will be viewed by others, which could include coworkers, managers, government officials, newspapers and other media sources, and the public.



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## E-Mail



- Brief
- Succinct
- To the point
- Clear
- Helpful

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## E-Mail

- Proofread the message
- Confirm it is going to the correct address and recipient(s)
- Fill in the “To.” line as the very last step in sending the email



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## E-Mail



- Extra care is needed in wording the e-mail to come across as helpful and not unfriendly.
- Read it out loud.
- Have co-worker or supervisor read it.

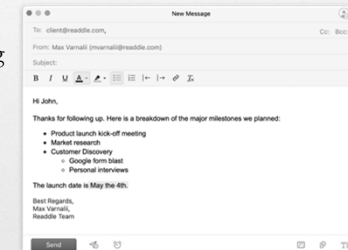
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## E-Mail

- General appearance of a business letter starting with the greeting and ending with the signature line.



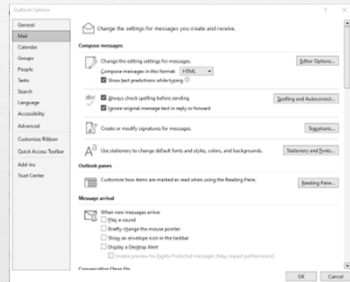
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## E-Mail

- Turn on spell checker and grammar check
- Subject line should briefly and accurately describe the topic



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## E-Mail

- Helpful tips
  - Never assume privacy exists in e-mail
  - Never say in an e-mail what you wouldn't say in person
  - Capture the e-mail's objective in the subject line
  - Fill in the "To:" box at the end (prevent sending before you're ready)
  - Don't always rely on e-mail. Meet face to face or call on the phone when appropriate.



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## E-Mail

- Can the communication be more easily accomplished on the telephone or in person.



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## E-Mail

- Advantages to e-mail include:
  - Documentation for records
  - Ability to distribute message to several people at once (only if necessary)
  - Recipient can read and respond when convenient
  - Reinforces previous verbal instructions
  - Reference for the recipient in following instructions



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## E-Mail

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- Examples of things to avoid in e-mail communication:
  - All capital letters
  - All small case letters
  - Emoticons (smiley faces)
  - Text colors
  - Distracting fonts
  - Bold or underline text
  - Backgrounds (stationary)




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## E-Mail

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Subject: phone tag

Hi Tina,

I'm sorry we were unable to connect by phone. The code requires a minimum guard height of 36 inches above the walking surface. Please let me know if you have other questions.

Thanks,


Tim

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## E-Mail

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Subject: Guard height is 36 inches

Hi Tina,

I'm sorry we were unable to connect by phone. The code requires a minimum guard height of 36 inches above the walking surface. Please let me know if you have other questions.

Thanks,

Tim

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## E-Mail

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Subject: bad design

Your installation is a bad idea, but I'm going to let it go this time because I guess the code can be interpreted that way. I still do not agree that it meets the intent of the code for safety or good practices to install a window near a stairway without safety glazing and we haven't allowed it in our town. I think that just about anyone familiar with codes recognizes that this is a very poorly written code section, and I expected you to do a better job than this.



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## E-Mail

Subject: Safety glazing at stairways

Richard,

Thanks for your comments regarding your window installation at the stairway. You are correct. The code requires safety glazing if the bottom edge of the exposed glass is less than 36 inches above the plane of the walking surface. Because your window exceeds that height, safety glazing is not required.

Feel free to contact me with any other questions.

Linda



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## E-Mail



- Subject: EGRESS WINDOWS
- EGRESS WINDOWS ARE REQUIRED IN ALL BASEMENTS, NOT JUST BASEMENTS WITH HABITABLE SPACE!!!!

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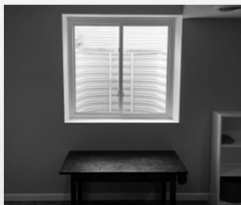
## E-Mail

Subject: Emergency escape and rescue opening required in basements

Hello Susan,

Thanks for your inquiry. It is true that previous editions of the code required an emergency escape and rescue opening in basements with habitable space. The code changed several years ago to require at least one of these openings in every basement to improve the level of safety in case a fire or other emergency blocks the usual exit path. I hope that answers your question.

Thanks,  
Sandra



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## E-Mail

Subject:

Becky,

The code requires water-tight pans under storage tank-type water heaters when leaking of the tank or connections would cause damage to the construction materials such as wood (like subfloor, framing, ceilings and other finishes). This might apply to other construction materials. But usually this section concerns water heaters installed on the 2<sup>nd</sup> floor or in an attic but could apply if installed on the 1<sup>st</sup> floor with a basement below, or any spaces with a space below. The code provides the dimensions and materials for the pan, etc., and other drain requirements, etc. I haven't heard of this applying to washing machines. That is a new one to me. I can't find anything in the code about pans for washing machines. I'll ask around but as far as I'm concerned a pan is not required for your situation. We're mostly concerned with water heaters leaking.

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## E-Mail

Subject: Safety pan not required for washing machine

Hello Becky,

The code does not require a safety pan under a clothes washing machine at any location in the building. The section of the code in question applies only to storage-type water heaters located where leakage will cause damage to building components.



Thanks for contacting us,

Paul

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## E-Mail

Subject: Incomplete plans

Bob,

The plans you submitted are incomplete and we cannot do the plan review or issue a permit. We need a complete set of plans with all permit applications as outlined in our public information handout (please check out our website or stop by the office). John



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## E-Mail

Subject: Plan review – additional items needed to proceed

Bob,

I am reviewing your plans for the new building. The portions I have reviewed look to be in good shape with no code issues. However, we are missing some necessary information. Please submit the following items at your earliest convenience:

- Stair cross section with rise and run dimensions
- Interior footing sizes and locations on the foundation plan
- I look forward to receiving this information so we can move forward in issuing this permit without unnecessary delay.

Thanks,

John

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## E-Mail

Subject: truss

Jason - not receiving truss dwg so i can check trsses btw not at job eitehr :- (r u sending over soon????;-)



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## E-Mail

Subject: Truss design drawings

Hi Jason,

This is just a reminder that we haven't received the truss design drawings yet. They weren't at the job site yesterday when I stopped by. Please have the supplier send us a set so we can check the roof framing and truss bracing, and not hold you up.



Thanks,

Jerry

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## E-Mail

Subject: Connection detail

Jay,

Yes, the code says you can do it that way, but everybody gets this wrong and so will you. I'm just warning you that when I come out for inspection I will fail it and you will have to do it the better way as I told you to begin with.

Scott



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## E-Mail

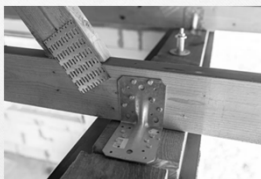
Subject: Connection detail

Jay,

You are correct; the code permits that method of attachment. Please see the attached information for the specific code requirement and example of a correct installation. Let me know if you have any questions.

Thanks,

Scott



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## E-Mail

- Never react too hastily or in anger when receiving an e-mail message.
- When receiving a hostile or critical e-mail, or one with which the inspector disagrees, it's really best to set it aside for awhile before responding.
- Call this a cooling-off period—a time to gain perspective and to carefully craft an appropriate response.



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## E-Mail

- CC & BCC
  - E-mail messages should only be sent to individuals directly involved in the issue being discussed.
  - The BCC feature should be used sparingly, if at all.



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## E-Mail

- When responding to a customer's e-mail, it is a good idea to use the “reply all” feature on the original email question.



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## Business Letters

(George Mason University)

- A good business letter is brief, straightforward, and polite.
- If possible, it should be limited to one single-spaced typewritten page.
- Because it is so brief, a business letter is often judged on small, but important, things: format, grammar, punctuation, openings and closings.
- A business letter is not the place to try out fancy fonts or experimental writing styles.



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## Two Main Styles

- Full block style
  - Align all elements on the left margin.
- Modified block style
  - Down the middle of the page, align the return address, date, closing, signature, and typed name; align other elements on the left page margin.



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## Business Letters (George Mason University)

### Return Address:

- Your address (or the address of the company you represent).
- If you are using preprinted stationery, there is no need to retype the information.



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## Business Letters (George Mason University)

### Date:

- Leave two blank lines after the return address.
- Always spell out the month and include the day, a comma, and the year.



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## Business Letters (George Mason University)

### Inside Address:

- Leave two blank lines after the date.
- Then type the address of the person or company to whom you are writing.



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## Business Letters (George Mason University)

### Salutation:

- Type Dear, followed by the person's name.
- End the line with a colon.
- If you don't know the name of the person, use a title instead (i.e., Dear Editor, Dear Madam).



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## Business Letters (George Mason University)

• **Body:**

- Align your message on the left margin.
- Skip a line before starting a new paragraph, but do not indent the paragraph's first line.
- Make sure that each paragraph is clear and concise.



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## Business Letters (George Mason University)

• **Closing:**

- Leave two lines of space after your last body paragraph, then use a conventional closing, followed by a comma (i.e., Sincerely, Sincerely Yours, Respectfully).



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## Business Letters (George Mason University)

• **Signature:**

- Your signature should appear below your closing.
- Unless you have established a personal relationship with the person you are writing, use both your first and last name.



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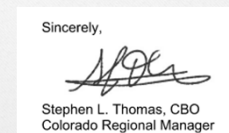
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## Business Letters (George Mason University)

• **Name and Position:**

- Four lines after the closing, type your full name.
- Do not include a title (Mr. or Mrs.).
- If you are writing on behalf of an organization, type your title on the next line.



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## Permit Application 105.3

- To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:
  - Identify and describe the work to be covered by the permit for which application is made.
  - Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
  - Indicate the use and occupancy for which the proposed work is intended.
  - Be accompanied by construction documents and other information as required in Section 107
  - State the valuation of the proposed work.
  - Be signed by the applicant, or the applicant's authorized agent.
  - Give such other data and information as required by the building official.

**GENERAL BUILDING PERMIT APPLICATION**  
 Department of Community & Economic Development  
 221 E. 5th Street, Port Angeles, WA 98127  
 360.423.4827 | www.ciportage.wa.us | permits@cityofpa.us

**PROJECT INFORMATION**  
 Single-Family Residential  Multi-Family Residential  Commercial  Industrial  Public  
 Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Tax Parcel No.: \_\_\_\_\_ Primary Contact: \_\_\_\_\_ (Property Owner:  Yes  No)  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OWNER INFORMATION**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**  
 Name: \_\_\_\_\_ License #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CONSTRUCTION CLASSIFICATION**  
 New Construction  Manufactured Building  Addition  Remodel  Repair  Foundation  
 Fence (if 4'-6" high)  Retaining Wall (if 4'-6" high or >2' high with surcharge)  Other: \_\_\_\_\_

**PROJECT DESCRIPTION**  
 Project Value (Materials + Labor): \$ \_\_\_\_\_  
 Please summarize proposed work: \_\_\_\_\_

**APPLICATION MATERIALS CHECKLIST**  
 General Building permit Application (BPM) - Complete front and back of the application  
 Building Permit Stormwater (BPM) - Submit if the project adds or replaces any hard surfaces  
 Scaled Site Plan (S2) - Please submit a scaled site plan. No larger than 11"x17" paper. (Scale: 1"=20')  
 Building/Construction Plans (P2) - Detailed drawings/engineering of construction plans and elevations  
 Other Applications: Electrical, Fire-related, Wastewater/Questionnaire, Waste Disposal, etc.  
 A Digital Copy of Site and Building plans. E-mailed to: permits@cityofpa.us

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to work. I understand that plans review fees are not refundable after review has occurred. I understand that I will forfeit review fees if I withdraw the application before the permit is issued. I understand that additional information may be required under observation necessary by the building official and if the permit is not posted within 180 days of submit, the application will be considered abandoned and the fees will be forfeited.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Owner  Contractor  Representative \_\_\_\_\_

## Building Permit

- Identify and describe the work to be covered by the permit.
- Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
- Indicate the use and occupancy for which the proposed work is intended.
- State the valuation of the proposed work.
- Be signed by the applicant, or the applicant's authorized agent.
- Give such other data and information as required by the building official.



## Inspections 104.4

- The building official shall make the required inspections, or the building official shall have the authority to accept reports of inspection by approved agencies or individuals.
- Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual.
- The building official is authorized to engage such expert opinion as deemed necessary to report on unusual technical issues that arise, subject to the approval of the appointing authority.





## Inspection Report

City of Cherry Hills Village  
 1495 East Colfax Avenue  
 Cherry Hills Village, CO 80513

INSPECTION REPORT

Job Address: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_\_

Inspector Name: \_\_\_\_\_  
 Inspector License Number: \_\_\_\_\_

Inspection Results:

Code Section	Inspection Results	Inspector's Comments
1.01		
1.02		
1.03		
1.04		
1.05		
1.06		
1.07		
1.08		
1.09		
1.10		
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Comments: \_\_\_\_\_

- Job Address
- Permit Number
- Date of Inspection
- Contact Name/Phone
- Type of Inspection
- Result
- Inspector Information

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## Inspection Record Card

- Property Information
- Permit Information
- Required Inspections
- Date of Inspection
- Inspector Information
- Area for comments



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## Shums Coda Associates Building Permit Inspection Record

Must call before 3:00 p.m. to schedule an inspection for the next business day

BUILDING PERMIT # Lakeside 24-001 DATE ISSUED: March 9, 2024

ADDRESS	OWNER	TYPE OF WORK
Walmart - 5957 W 48th Ave, Lakewood, CO	Walmart	Interior alteration and new addition
GENERAL CONTRACTOR	BRR Architecture	OCCUPANCY CLASS: Group M
ARCHITECT	BRR Architecture	TYPE OF CONSTRUCTION: N/A
v Required Inspections		
	Approved	Inspector
Comments (Additional Comments on Back of Card)		
<b>BUILDING</b>		
1. Foundation		
2. Foundation Walls		
3. Foundation Columns		
4. Foundation Beams		
5. Foundation Slabs		
6. Foundation Footings		
7. Foundation Brackets		
8. Foundation Anchors		
9. Foundation Bolts		
10. Foundation Screws		
11. Foundation Nails		
12. Foundation Glue		
13. Foundation Sealant		
14. Foundation Grout		
15. Foundation Mortar		
16. Foundation Concrete		
17. Foundation Brick		
18. Foundation Block		
19. Foundation Stone		
20. Foundation Tile		
21. Foundation Glass		
22. Foundation Metal		
23. Foundation Plastic		
24. Foundation Paper		
25. Foundation Fabric		
26. Foundation Leather		
27. Foundation Rubber		
28. Foundation Synthetic		
29. Foundation Composite		
30. Foundation Other		
31. Foundation Unlabeled		
32. Foundation Unknown		
33. Foundation Missing		
34. Foundation Damaged		
35. Foundation Repaired		
36. Foundation Sealed		
37. Foundation Coated		
38. Foundation Painted		
39. Foundation Stained		
40. Foundation Discolored		
41. Foundation Cracked		
42. Foundation Spalled		
43. Foundation Chipped		
44. Foundation Pitted		
45. Foundation Eroded		
46. Foundation Settled		
47. Foundation Sunk		
48. Foundation Heaved		
49. Foundation Shifted		
50. Foundation Moved		
51. Foundation Tilted		
52. Foundation Leaned		
53. Foundation Curved		
54. Foundation Bent		
55. Foundation Twisted		
56. Foundation Warped		
57. Foundation Buckled		
58. Foundation Collapsed		
59. Foundation Failed		
60. Foundation Destroyed		
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PERMIT CARD AND APPROVED PLANS MUST BE AVAILABLE OR INSPECTION WILL NOT BE DONE

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## Certificate of Occupancy

1. The permit number.
2. The address of the structure.
3. The name and address of the owner or the owner's authorized agent.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. Where an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit.

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### City of Lakeside

#### Certificate of Occupancy

This certificate, issued pursuant to the requirements of Section 111 of the 2012 International Building Code certifies that at the time of issuance of this certificate, the structure noted below has been inspected for compliance with the applicable construction codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.

Building Permit Number: \_\_\_\_\_ Building Address: \_\_\_\_\_

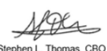
Owner Name/Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Occupancy Classification: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Design Occupant Load \_\_\_\_\_

Sprinkler System? (yes) \_\_\_\_\_ (no) \_\_\_\_\_

Special Stipulations/Conditions: \_\_\_\_\_



Stephen L. Thomas, CBO  
Building Official


Date: \_\_\_\_\_

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## Revocation

### 111.4

- The building official is authorized to suspend or revoke a certificate of occupancy or completion issued under the provisions of this code, in writing, wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of the provisions of this code or other ordinance of the jurisdiction.




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## Building Guides - Handouts

- Assist homeowners with permit submittal requirements
- Can provide basic information
- Can create submittal document
- Improved department reputation





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## Building Guides

[www.coloradochaptericc.org](http://www.coloradochaptericc.org)





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## Other Permit Documents?

- Alternate Design Requests
- Board of Appeals Application
- Permit Expiration Letter
- ?



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## Alternate Design Request

- Reason for request
- Person requesting alternate design
- Project Information
- Owner Acknowledgement

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## Board of Appeals Application

- Project Information
- Reason for the appeal
- Supporting documentation
- Owner's acknowledgement
- Requested outcome

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## Permit Expiration Letter

- Addressed to owner and contractor
- Describe the work permitted and by whom.
- Allow them to call for inspection to either continue or final the permit.



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## Adoption Ordinance

- Drafted by building official
- Sometimes committee generated
- Final draft by attorney
- Presented to Council or Commissioners



105

## Adoption Ordinance

- Remove and Replace
- Amend existing language
- Add additional language

106

## Adoption Ordinance

- ICC Sample Legislation
- Just before Chapter 1 of the code.

SAMPLE  
LEGISLATION FOR  
ADOPTION OF  
  
THE  
INTERNATIONAL  
BUILDING CODE  
  
ORDINANCE  
NO. \_\_\_\_\_

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## Sample Legislation

- A[N] [ORDINANCE/STATUTE/REGULATION] of the [JURISDICTION] adopting the 2015 edition of the International Building Code, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures in the [JURISDICTION]; providing for the issuance of permits and collection of fees therefor; repealing [ORDINANCE/STATUTE/REGULATION] No. of the [JURISDICTION] and all other ordinances or parts of laws in conflict therewith.

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## Sample Legislation

- The [GOVERNING BODY] of the [JURISDICTION] does ordain as follows:
- Section 1. That a certain document, three (3) copies of which are on file in the office of the [TITLE OF JURISDICTION'S KEEPER OF RECORDS] of [NAME OF JURISDICTION], being marked and designated as the International Building Code, 2015 edition, including Appendix Chapters [FILL IN THE APPENDIX CHAPTERS BEING ADOPTED] (see International Building Code Section 101.2.1, 2015 edition), as published by the International Code Council, be and is hereby adopted as the Building Code of the [JURISDICTION], in the State of [STATE NAME] for regulating and governing the conditions and maintenance of all property, buildings and structures;

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## Sample Legislation

- by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Building Code on file in the office of the [JURISDICTION] are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

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## Sample Legislation

- Section 2. The following sections are hereby revised:
- Section 101.1. Insert: [NAME OF JURISDICTION]
- Section 103.1. Insert: [NAME OF JURISDICTION]
- Section 1612.3. Insert: [NAME OF JURISDICTION]
- Section 1612.3. Insert: [DATE OF ISSUANCE]



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## Sample Legislation

- Section 3. That [ORDINANCE/STATUTE/REGULATION] No. of [JURISDICTION] entitled [FILL IN HERE THE COMPLETE TITLE OF THE LEGISLATION OR LAWS IN EFFECT AT THE PRESENT TIME SO THAT THEY WILL BE REPEALED BY DEFINITE MENTION] and all other ordinances or parts of laws in conflict herewith are hereby repealed.

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## Sample Legislation

- Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The [GOVERNING BODY] hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

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## Sample Legislation

- Section 5. That nothing in this legislation or in the Building Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

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## Sample Legislation

- Section 6. That the [JURISDICTION'S KEEPER OF RECORDS] is hereby ordered and directed to cause this legislation to be published. (An additional provision may be required to direct the number of times the legislation is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

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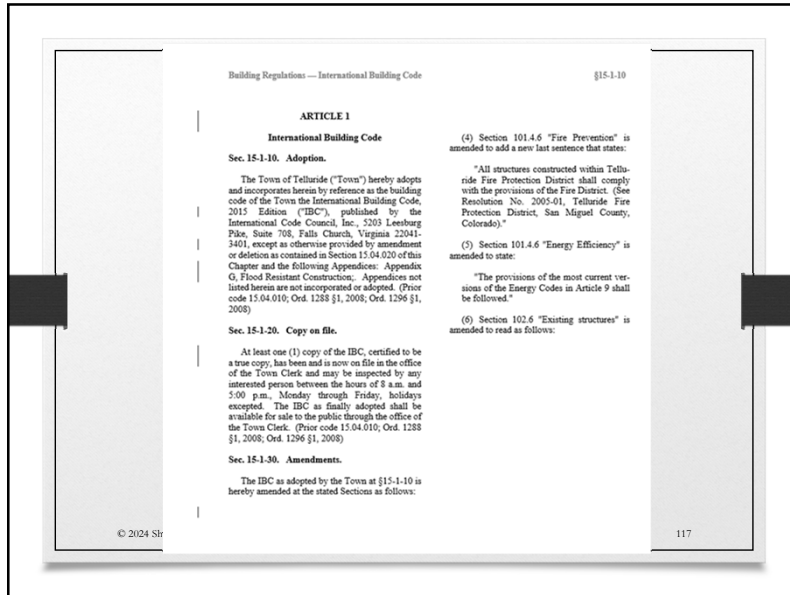
## Sample Legislation

- Section 7. That this law and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect [TIME PERIOD] from and after the date of its final passage and adoption.

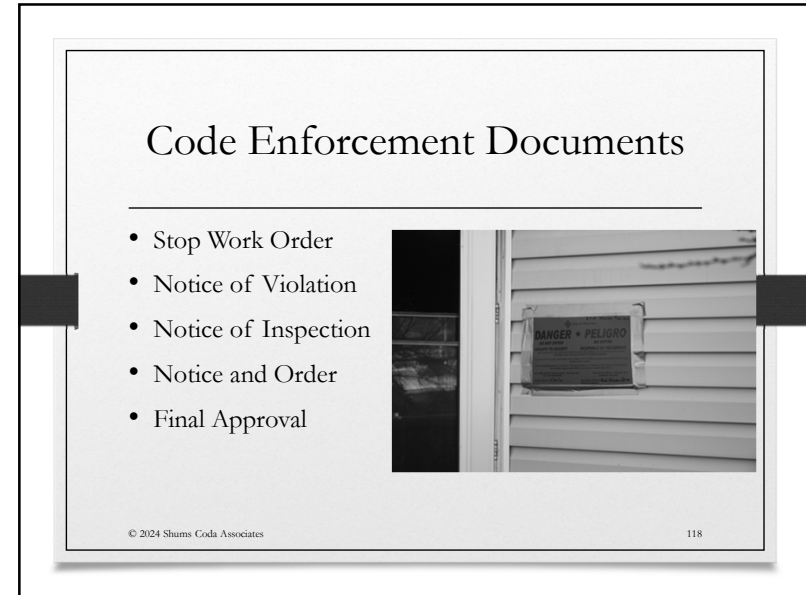
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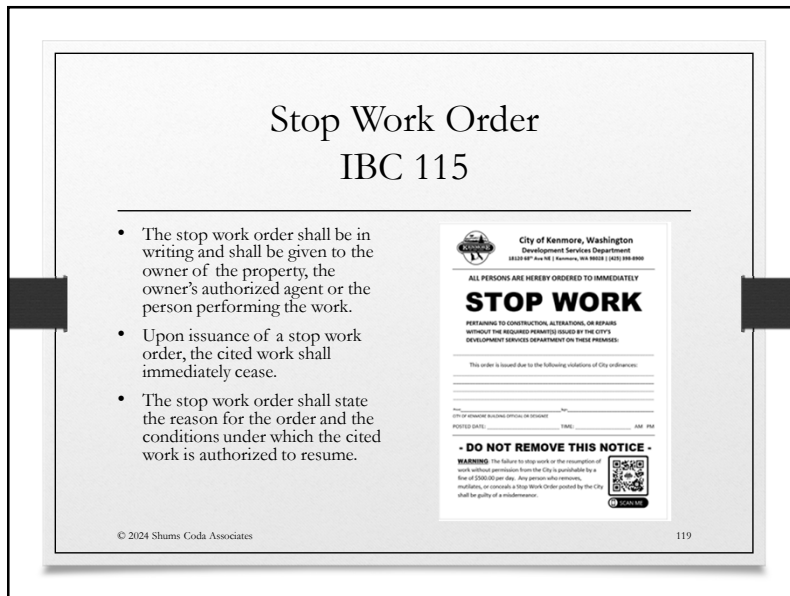
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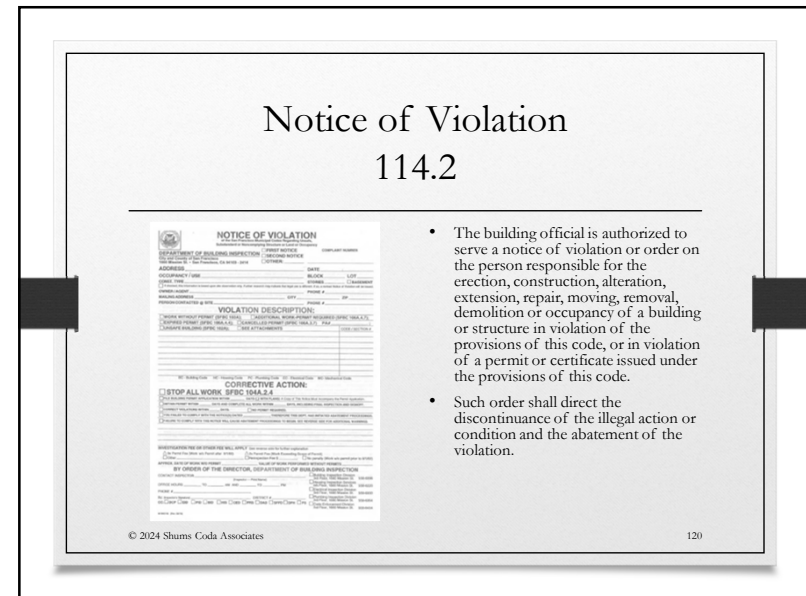
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## 104.6 Right of entry

- Where it is necessary to make an inspection to enforce the provisions of this code, or where the building official has reasonable cause to believe that there exists in a structure or on a premises a condition that is contrary to or in violation of this code that makes the structure or premises unsafe, dangerous or hazardous, the building official is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested.



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## 104.3 Right of entry

- If such structure or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry.
- If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.



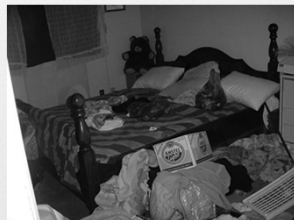
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## Notice of Intent to Inspect

- Addressed to known owner
- Intent to inspect building for compliance with the code
- Date and time of inspection
- Who will be doing the inspection



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## IPMC 109.2 Notice of violation

- The code official shall serve a notice of violation or order in accordance with Section 111.4.



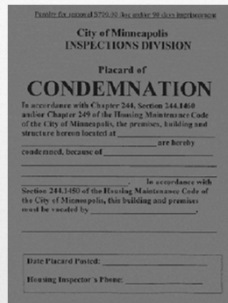
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## IPMC 111.4 Notice to person responsible



- Whenever the code official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 111.4.1 and 111.4.2 to the owner or the owner's authorized agent, for the violation as specified in this code.
- Notices for condemnation procedures shall comply with this section.

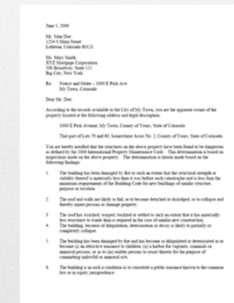
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## IPMC 111.4.1 Forms

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.



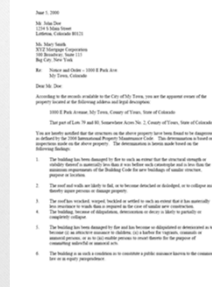
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## IPMC 111.4.1 Forms

4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this code.
5. Inform the property owner of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 109.3.



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## IPMC 111.4.2 Method of service

- Such notice shall be deemed to be properly served where a copy thereof is served in accordance with one of the following methods:
  1. A copy is delivered personally.
  2. A copy is sent by certified or registered mail addressed to the owner at the last known address with the return receipt requested.
  3. A copy is delivered in any other manner as prescribed by local law.



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## IPMC 111.4.2 Method of service

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- If the certified or registered letter is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.
- Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

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## IPMC 111.6 Transfer of ownership

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- It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.


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## Final Approval

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- Owner's Information
- Language stating that work listed in Notice and Order has been completed
- If building is demolished, language stating that the building has been removed and the hazards no longer exist.



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## Request for Proposal

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- 6 Steps to writing a better RFP
- From Confluent Forms, LLC
- [www.confluentforms.com](http://www.confluentforms.com)

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## Step 1

- Do your research and define what you are seeking
  - Plan Review Services
  - Inspection Services
  - Consulting Services
  - Software
  - Website Design



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## Step 2

- Decide your distribution strategy and information publication
- How will you distribute the RFP?
  - Jurisdiction Website
  - Regional RFP Site
  - Newspaper



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## Step 3

- Provide the information necessary to a vendor
  - Narrative of project or needs
  - Overview of jurisdiction
  - Overview of workload



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## Step 4

- Create a reasonable timeline
  - Release Date
  - Question Deadline
  - Answer Deadline
  - Submittal Deadline
  - Interviews
  - Vendor Selection
  - Contract Start



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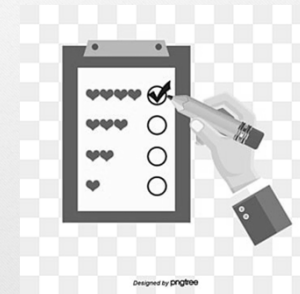
## Step 5

- Identify the information you need from the vendor and proposal format.
  - Specific Information
  - Specific Forms
  - Fee Schedule

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## Step 6

- Determine your evaluation criteria
  - Point System
  - Project Examples
  - Interview Results



Designed by DQ700

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### CHERRY HILLS VILLAGE COLORADO

2400 E. Quincy Avenue  
Cherry Hills Village, CO 80113  
www.cherryhillsvillage.com

Village Center  
Telephone: 303-795-5341  
FAX: 303-761-0386

#### REQUEST FOR PROPOSAL BUILDING CODE CONSULTING SERVICES

The City of Cherry Hills Village is seeking the services of a consultant to provide building department services for the City, including plan review, inspection, chief building official duties and general consulting on building code issues. This RFP contains the instructions governing the proposals to be submitted, the materials to be included therein, and the requirements that must be met to be eligible for consideration.

#### CALENDAR:

Friday, December 2, 2016	Publish Request for Proposal
Wednesday, December 21, 2016	Deadline for Submission of Proposal
January 6, 2017	Select Candidates for Interview
January 13, 2017	Conduct Interviews
January 18, 2017	Selection of Consultant

Written proposals (5 bound paper copies) should be submitted to Rachel Hodgson, Community Development Director, City of Cherry Hills Village, 2400 E. Quincy Avenue, Cherry Hills Village, CO 80113. Proposals will be accepted until 4:00 p.m., December 21, 2016. The City reserves the right to accept or reject any and all proposals and to waive any information or irregularity in said proposals. The Request for Proposal does not bind the City to accept a proposal when, in the City's sole discretion, the City determines not to do so.

#### SCOPE OF SERVICES:

The selected consultant will provide building department services to the City. Duties will include, but are not limited to:

- Provision of plan review and field inspection and consultation services to ensure compliance with the City's adopted building code;
- Designation of an appropriate staff member to serve as the Chief Building Official for the City, and the performance of all duties and responsibilities of this position;
- Provision of general advice to City staff and the City's elected and appointed officials on building code and building code related issues; and
- Attendance and representation of City staff at public hearings and meetings of the City's elected and appointed officials as needed.

Adoption and maintenance of technology and practices compatible with the City's upcoming transition to electronic plan review.

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## Request for Qualifications (RFQ)

- Similar to RFP without fees
- Fees are negotiated at a later date.




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