



Memorandum of Policy

Building Codes

From: Mike Metheny

Date: March 11, 2019

Revised:

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Subject: Multiple Permits

It is the policy of this Jurisdiction to treat each unit of duplexes and townhouses as separate structures and to issue one building permit per structure. The permit should reflect the accurate number of dwelling units with the correct “federal census code number”. Mechanical, plumbing, and electrical permits shall be issued for each individual mechanical, plumbing, and electrical system. When a portion of the building is to be occupied prior to the completion of the entire building or structure, a certificate of occupancy consistent with the requirements of the currently adopted codes will be issued only when the smoke and fire detection and suppression system are operational for the entire structure.