



## BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

**Number:** BD-018

**Title:** Projects with Multiple Contractors

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**Purpose:** This procedure outlines processing of a construction project resulting in the issuance of building permits to multiple contractors on the same project number.

**Scope:** This procedure is applicable to construction projects that have two or more contractors assigned.

### **Guidelines:**

1. The project coordinator/manager may request assignment of permits to multiple contractors for a single project.
2. The request must contain a transmittal specifying the role of each contractor, a Building Permit Application, and current licensing/insurance information for each contractor.
3. Building Code Services personnel will process the request obtaining a separate ID # for each contractor from the database. A permit will be issued to each contractor using the first four numbers of the project followed by an alpha character per the table below and the last four numbers of the project. (1691Z8307)
4. Inspections will be conducted on each permit as necessary. As with any other project, several inspections may be required as the project proceeds. Final inspections require the approval of the Senior Inspector.
5. Each individual permit may be completed and receive a Certificate of Completion (CC) or Certificate of Occupancy (CO) upon a successful final inspection. However, if the chief inspector determines that a permit is dependent on another permit in the project he/she may hold the CC or CO until all are completed.

A	1 <sup>st</sup> or prime contractor
B	Building only
C	Civil
D	Demolition
E	Electrical
F	Fencing
G	Group
M	Mechanical
P	Plumbing
S	Site, Landscape, Irrigation, etc
W	Warranty work or additional work on completed project
X	Disconnection
Y	Systems (Fire alarm, intercom, security, audio enhancement, etc)
Z	Separate Contractor same project different portions of the project