



MEMORANDUM OF PROJECT REQUIREMENTS AND PROCEDURES

The following requirements and procedures as applicable shall apply to this project:

1. Project Fees and Contractor Registration

All required project fees shall be paid, and all project contractors shall complete contractor registration and be assigned to the project prior to the release of permits and commencement of work.

2. Required Inspections

All work requiring inspection shall be complete and remain visible at the time of the required inspection. Photographs or other photographic representations of work requiring inspection, or of installations that have been covered prior to the required inspection, will not be accepted in lieu of an inspection.

3. Site Stabilization and Landscaping

All areas disturbed by construction activities shall be re-vegetated and stabilized, and all required landscaping shall be completed and confirmed prior to the issuance of a Certificate of Occupancy.

4. Third-Party Inspection Reports

Third-party inspection reports, other than those required to satisfy the special inspection provisions of the 2015 International Building Code, will not be accepted unless their use has received prior written administrative approval.

Acknowledgment

By signing below, the undersigned acknowledge that they have read and understand the requirements and procedures contained in this Memorandum of Project Requirements and Procedures. The undersigned further acknowledge that compliance with these requirements is a condition of permit issuance, inspections, and, where applicable, issuance of a Certificate of Occupancy. Failure to comply with applicable codes, ordinances, permit conditions, or the requirements outlined herein may result in permit suspension or revocation, failed inspections, withholding of a Certificate of Occupancy, issuance of stop work orders, or other enforcement actions authorized by law.

Responsible Project Manager

Signature: _____ Date: ____/____/____

Property Owner

Signature: _____ Date: ____/____/____