

Most of you are aware that City of Jacksonville Municipal Code states that the Building Inspection Division shall not accept applications for permit from contractors who have more than four (4) active permits for which no inspections have been requested in 180 days. (The 180 day list) In our old computer system we relied on the computer to automatically inactivate a company at the end of the month if they had more than four permits on the 180 day list. Since we have converted to our new computer system this has been a manual process which could not always be checked, **but it is about to be made automatic.** I am telling you this because when it does become automatic, probably some time in mid July, **many** of you may have more than four permits on the list and you will not be allowed to obtain additional permits.

I urge you to check into all of your active permits. We have tried to make that easy. When you sign into the new system one of the tables on the Welcome screen shows a list of any of your active permits that have gone over 120 days without an inspection. By giving you this 120 day notice we hope that you will take action before the permit reaches the 180 day list.

Roofing contractors, window/door/garage door replacement contractors and contractors doing minor repair work should take particular interest in this notice. The City of Jacksonville Municipal Code also exempts certain permitted work from inspection. This exemption is for residential work only, and the value of this work must be under \$5,000. When you pull a permit that meets this exemption your permit is set to Auto Expire which would keep it off the list. **However**, if the value of your work is over \$2500, a Notice of Commencement (NOC) is required before we will Auto Expire your permit. If you have not submitted your NOC's, you could have several Active permits set to be on the 180 day list, and you may not be able to pull permits. I have seen many, many active roofing and window/door replacement permits that are set to Auto Expire just waiting for the NOC. Don't let this stop you when we turn on the automatic system.

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