Builder Round Table Meeting Notes

Meeting of June 15, 2016

Builder Topics:

* Question was asked about fee reimbursement. Who is contact at County and How long does it generally take: Could take between 4 – 6 weeks. Contact is Magaly Bowman: MagalyBowman@colliergov.net
* Concerns with inability to see comments without log-in to inspectors’ review. Rich Long explained County is working on this issue and will let us know progress/when solved.
* Stock Development piloted the new procedure for master permits…went very well and thanked the County. CBIA members who wish to use master permit process contact Rich Long and he can guide you through the process.
* RichardLong@colliergov.net
* How many hard copies of plans are currently required: 5 copies for commercial, 3 copies for residential, affidavits depending upon the issue (usually 2 copies)

Building Official/CCGM Topics:

* As of August 1st emails and faxes will no longer be accepted as the County will go to full electronic submittal.
* Affidavit for concealed fasteners on window and door retrofits or replacements. Looking for input from CBIA members to get ideas of acceptable statements and requirements. Email Jonathan Walsh with your comments/suggestions at [JonathanWalsh@colliergov.net](file:///%5C%5CCBIA-DC02%5CPublic%24%5CBuilder%20Round%20Tables%5C2016%20Builder%20Round%20Tables%5Caugust%202016%5CJonathanWalsh%40colliergov.net)
* PLEPR - Portal change require customers to install the latest Version of Java on their computer to allow them to upload documents AND portal customers must clear their temporary internet files and cookies on their browser.

CC Building Official – Private Provider Meeting Notes and Resulting Updates

* Pre-issuance meetings will no longer need owner, see PP form change below
* Thresholds on when the pre-permit issuance meetings will be required.
	+ Residential – three stories and above OR greater than 5000 sq ft
	+ Commercial – New building OR total renovation OR tenant improvements greater than 3000 sq ft
* Private provider paperwork to be amended such that the owner checks off, initials, signs another portion to address pre-issuance meetings
* Private provider forms to be amended to include another form as a short cut to indicate that the accessory/sub permits are also covered under original PP package rather than having multiple PP packages for same owner and property
* Private provider forms to be adjusted to note usage of county inspection lists for revision to become PP for inspections
* Building staff has the approval of all private providers to check off “missing” inspections rather than reject package
* Submission of paperwork shall conform to digital signature rules. i.e. if emailed digital signature shall be provided, hard copies ink/raised seals
* Private providers to schedule within county system all inspections for the following day once approved
	+ Partials (structural) shall be at a minimum per floor or as outlined in pre-issuance meetings
	+ Multiple partials in a week’s period shall be called in at least once per week
* PP inspectors shall use and note line “partial” with notes when applicable.
* If partial inspections were performed a minimum one report for each floor shall state a final report as passed – all portions complete
* Paul D. of GFA to provide other jurisdiction data for review and consideration (this has been provided but not yet reviewed)
* It was agreed that notification by email of inspections to be performed can be emailed to chiefs, however not required to be scheduled until passed and report is on site
* Revisions shall be provided when deemed required (not each and every change but not all at end of project either)
* Reports shall be available onsite at all times (PP to make sure contractor is aware) not available will result in a non-passing notation within the system requiring inspection to be rescheduled.
* Complete package of all inspections shall be provided at end of project
* Private provider packages typically will not be considered the same day as drop off for CO’s please allow one to three days for processing

Enforcement actions for not following requirements (scheduling inspections, surveys, partial inspection, holding inspections until conditions are resolved, revisions, etc) will be incurred on contractor and may result in delays and contractor licensing concerns. Special thanks to CBIA member, Tatiana Gust for spearheading this effort with Jonathan Walsh.