



**GUILFORD COUNTY
CONTRACTOR'S BULLETIN
LIST**

PERMIT CARD / INSPECTION

The code requires the display of the permit card in a visible and accessible location on the job site. The inspectors are required to sign and date the permit upon completion of an **approvable** inspection. The inspector will not sign the permit card unless the inspection passes. Inspectors will leave a failed list in the permit box on the job site for all inspections, which do not pass.

Only two options are available to the inspector: (1) sign the permit card or (2) leave a failed list. If the structure passes but a permit card is not available; a failed list has to be prepared for the missing permit card. The inspection does not fail in this case, but the contractor will be asked to obtain a duplicate card before the next inspection. A missing permit card could, therefore, cause unnecessary delays to the job until a new permit card is obtained.

Contractors can be issued duplicate permits free of charge anytime a card is lost, stolen, or destroyed.

The permit/inspection list system is a positive feedback system. The contractor knows the inspection has taken place because a signature **or** a failed list will be left at the site. If neither a signature on the permit card, nor a failed list can be found on site, the inspection has probably not been made. A call to the scheduling B-Z Technician would confirm the status.

This is a positive system because the contractor's call for an inspection will always get a response. In the case of a failed inspection, this response is on-site. The option of calling the inspector or the B-Z Technician for status still remains.

Contractor cooperation with permit card posting will help to make this system work.