
	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date:</b> <b>July 1, 2006</b>
		<b>Supersedes Policy Dated:</b> <b>N/A</b>
	<b>1.6 Contact Information Form</b>	<b>Issued by:</b> <b>Eric M. Mays, P.E.</b>  <b>Building Official</b>

This establishes the policy and procedure for the [Contact Information Form](#) to be submitted with all permit applications requiring a plan review.

The [Contact Information Form](#) will be required to be submitted along with the permit application at the time the plans are initially submitted for review. Additionally, the [Contact Information Form](#) is to be resubmitted any time the contact information for a specific project changes.

The goals of the policy are:

1. To provide proactive notification to the permit applicant or their designee of the approval of plans.
2. To facilitate the communication of detailed instructions on the information and fees required for the permit issuance.
3. To allow the permit applicant to select their preferred method of communication for the Approval Notification (i.e. mail, email, phone or fax).
4. To ensure the County has the proper contact information to facilitate timely communication.

**Attachment/Hyperlink:**

- [Contact Information Form](#)  
<http://www.pwcgov.org/eBuildingDevelopmentForms/forms/ContactInformationForm.pdf>