
	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date:</b> <b>May 09, 2014</b>
		<b>Supersedes Policy Dated:</b> <b>July 1, 2006</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 goal of the policy is to facilitate efficient and timely communication with the permit applicant or their designee.

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. If the permit applicant wants to be notified when a permit is ready for issuance, an email address is required to be provided on the Contact Information Form.

**Attachment/Hyperlink:**

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