

Bureau of Engineering Special Order

September 8, 2008

Special Order No. 08-0908

To All: Deputy City Engineers
Senior Managers
Group Managers

Subject: **UNIFORM B-PERMIT TITLE FORMAT (FILE BUREAU OF ENGINEERING PLAN CHECK MANUAL SECTION 14.2)**

In an effort to simplify the indexing and retrieving of B-Permit drawings, the title used for B-Permits shall be standardized as follows:

1. Start with the name of the primary street where the project is located.
2. State the side or corner of the street in parentheses (i.e.: N/S, E/S, S/W Corner, etc.) where the project is located if it is on one side or on a corner only.
3. Follow with the cross-street(s) or the distance (project limits) from the nearest cross-street (i.e.: from 219 feet to 481 feet E/O A Street.).
4. End with the Case Number* in parenthesis (See examples of case types below).

Examples of correct B-Permit titles:


- **Spring Street (E/S) from 150 feet to 475 feet S/O Temple Street (Tract Map No. 58369)**
- **Spring Street & Temple Street (S/W Corner) (ZA Case No. 1927)**
- **Spring Street between Temple Street and First Street (CPC No. 2189)**
- **Alley E/O Spring Street from 100 feet to 600 feet S/O Temple Street (Parcel Map No. 1812)**

All future B-Permits issued shall use this title format. Do not begin a title with the project street address. There is already a place for the project street address on both the Permit Application and the front sheet of the plans.

*Types of Cases:

- Tract No.
- Parcel Map No.
- ZA Case No
- CPC No.
- R-3
- Hillside
- General Improvement

(WHH CWR)

EXE/CWR/WHH/fdc Special Order No. 08-0908	Approved by:  Gary Lee Moore, P.E., City Engineer
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