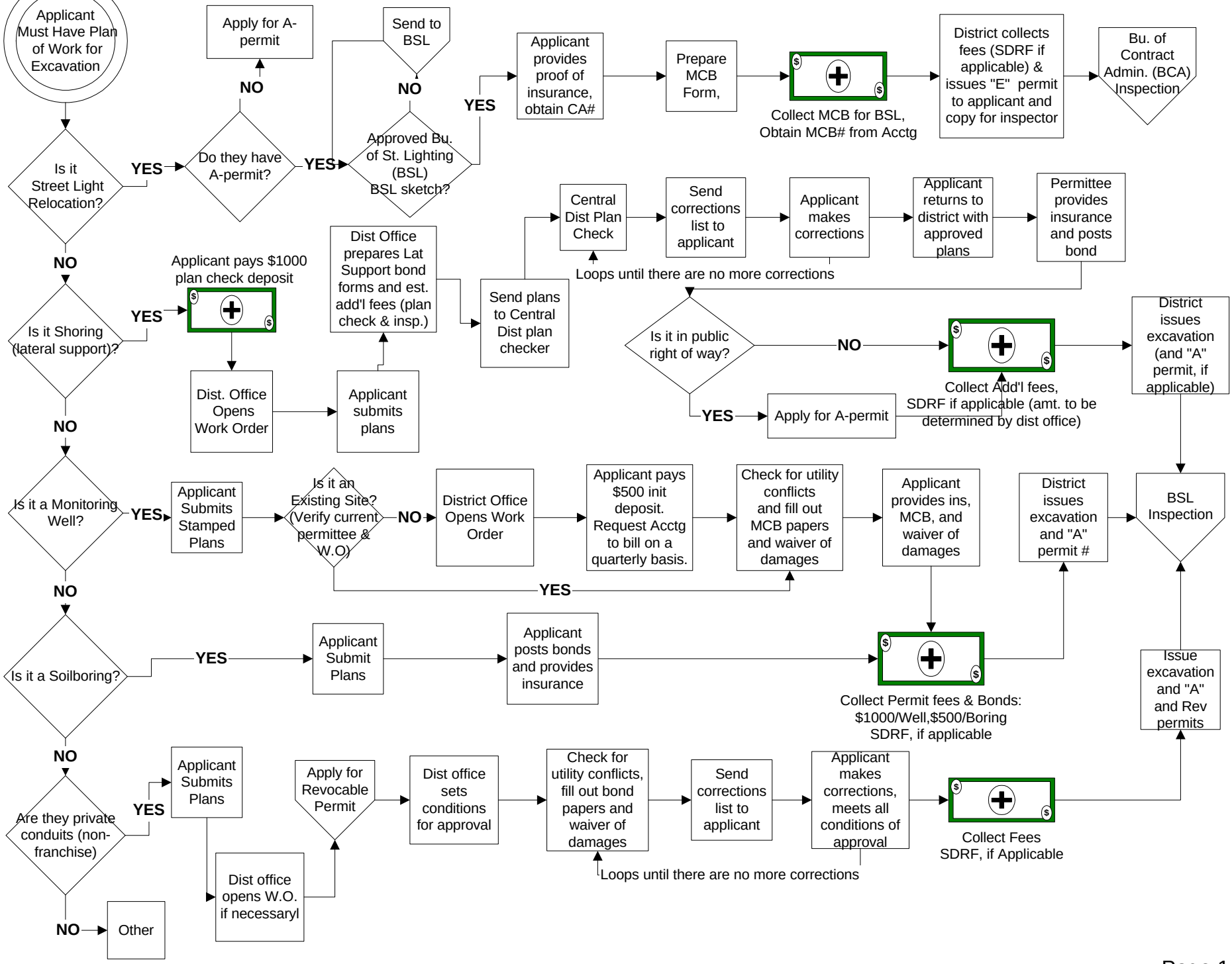
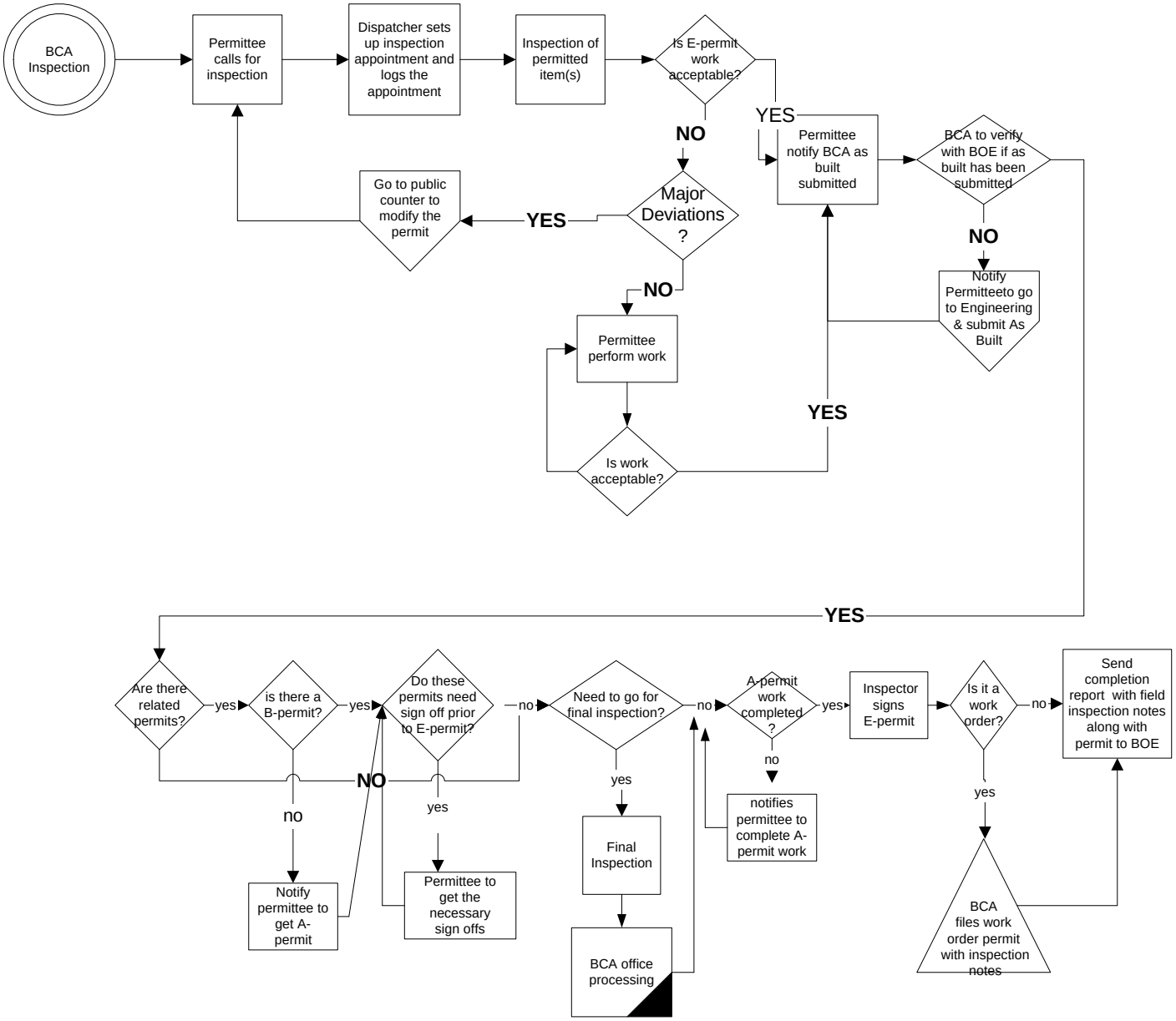
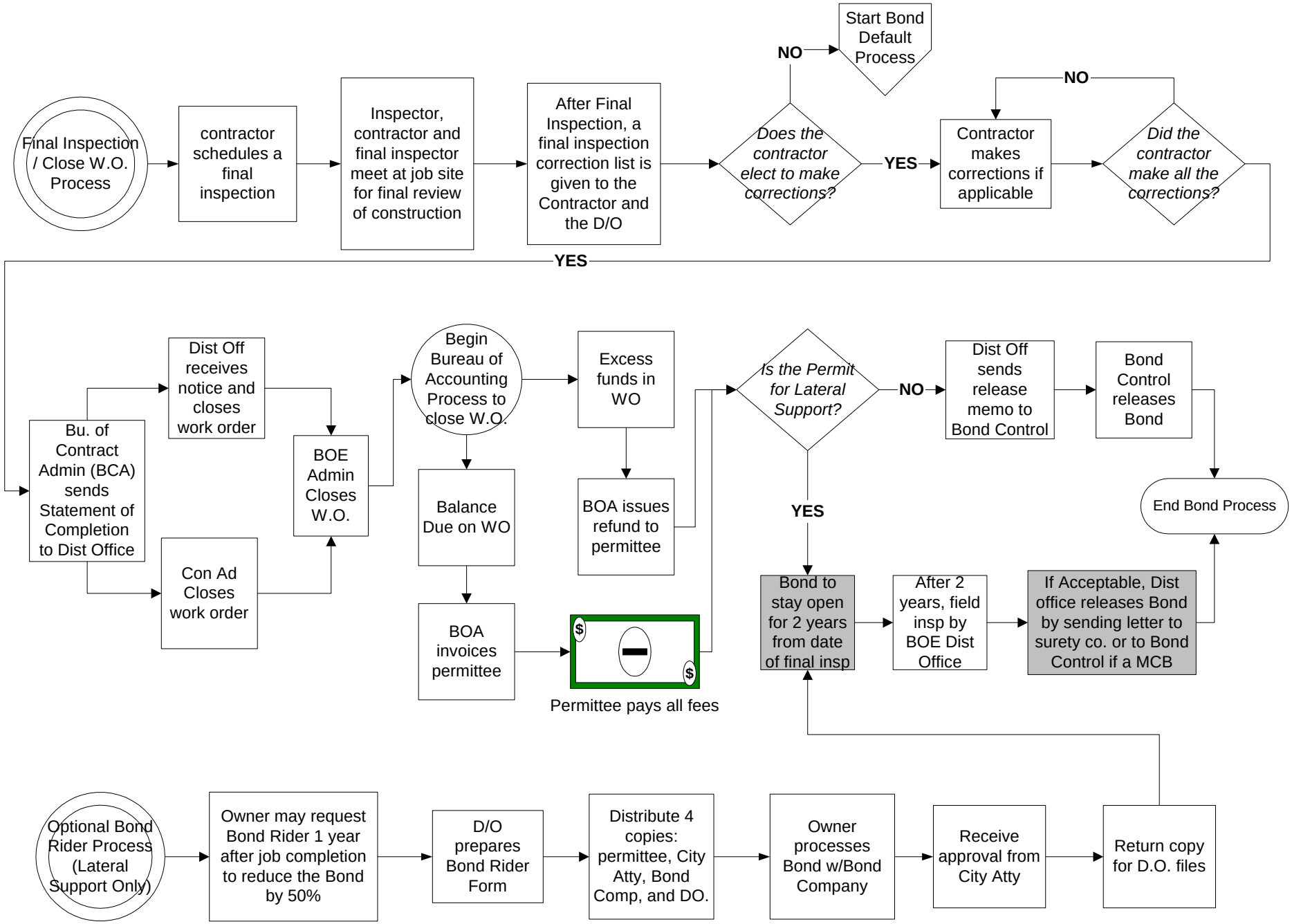
E-permit Business Flowchart - for City Staff use

Updated: June 29, 2001




BCA Inspection
Permittee calls for inspection
Dispatcher sets up inspection appointment and logs the appointment
Inspection of permitted item(s)
Is E-permit work acceptable?
YES
NO
Permittee notify BCA as built submitted
BCA to verify with BOE if as built has been submitted
NO
Notify Permitteeto go to Engineering & submit As Built
Major Deviations ?
YES
Go to public counter to modify the permit
NO
Permittee perform work
Is work acceptable?
YES
YES
Are there related permits?
yes
is there a B-permit?
yes
Do these permits need sign off prior to E-permit?
no
Need to go for final inspection?
no
A-permit work completed ?
yes
Inspector signs E-permit
Is it a work order?
no
Send completion report with field inspection notes along with permit to BOE
NO
no
Notify permittee to get A-permit
yes
Permittee to get the necessary sign offs
yes
Final Inspection
BCA office processing
no
notifies permittee to complete A-permit work
yes
BCA files work order permit with inspection notes


Final Inspection / Close W.O. Process
contractor schedules a final inspection
Inspector, contractor and final inspector meet at job site for final review of construction
After Final Inspection, a final inspection correction list is given to the Contractor and the D/O
Does the contractor elect to make corrections?
NO
Start Bond Default Process
YES
Contractor makes corrections if applicable
NO
Did the contractor make all the corrections?
YES
Bu. of Contract Admin (BCA) sends Statement of Completion to Dist Office
Dist Off receives notice and closes work order
Con Ad Closes work order
BOE Admin Closes W.O.
Begin Bureau of Accounting Process to close W.O.
Balance Due on WO
BOA invoices permittee
Excess funds in WO
BOA issues refund to permittee
Permittee pays all fees
Is the Permit for Lateral Support?
NO
Dist Off sends release memo to Bond Control
Bond Control releases Bond
End Bond Process
YES
Bond to stay open for 2 years from date of final insp
After 2 years, field insp by BOE Dist Office
If Acceptable, Dist office releases Bond by sending letter to surety co. or to Bond Control if a MCB
Optional Bond Rider Process (Lateral Support Only)
Owner may request Bond Rider 1 year after job completion to reduce the Bond by 50%
D/O prepares Bond Rider Form
Distribute 4 copies: permittee, City Atty, Bond Comp, and DO.
Owner processes Bond w/Bond Company
Receive approval from City Atty
Return copy for D.O. files