



Sedgwick County...
working for you

Wichita-Sedgwick County
Metropolitan Area Building and Construction Department

**MABCD DIRECTIVE #13-G7
(GENERAL DIRECTIVE)**

ISSUE: Permit Issuance

EFFECTIVE DATE: March 10, 2014

In an effort to cut down on “nonauthorized” people pulling permits for certain businesses, and to clarify procedures for the customer while ensuring that required inspections are performed, the following steps will be implemented immediately:

- *at the time of licensing renewal*, staff will obtain (from the licensee) an updated list of “authorized” people who are allowed to get permits for the company and enter such data into Hansen
- If the permit writer does not recognize a permit applicant, an ID should be required and checked against an “authorized” person list for that company
- Staff will obtain phone numbers and email when issuing permits to insure that Hansen can track the permit status
- In the case where the customer is a homeowner instead of a licensed contractor, the permit writer will give verbal and written instructions in concern to obtaining inspections, and the customer will verify by their initials on a designated line on the permit form that instructions for inspection procedures were provided
- Staff will obtain a signature on each permit when given in person (those obtaining permits on line will be waived),

Thomas J. Stolz
Director – MABCD
March 10, 2014