

ISSUE A MECHANICAL PERMIT

TRIGGER: Receipt Of An Email Titled

“[Permits] Typeform: New Response For Mechanical Permit Application”

Step One. Review Permit Application.

- This can be done either from the email or by opening the spreadsheet in Google Drive. **Information is identical between the email and the spreadsheet.**
- Verify address is correct and that the structure associated with the permit is legal/valid.
- Verify address is within unincorporated Oglethorpe County, or within Maxeys or Lexington.
- If owner is acting as own contractor, then a licensed contractor isn't needed. You can verify this by looking at the column that says "Owner = Applicant".
- If applicant is requesting a waiver, scroll all the way to the right on the Google Drive Mechanical Permit spreadsheet. If there is a link in the column "Link to Waiver Form", you can click that link and see the waiver form they submitted. **IT MUST BE NOTARIZED IF IT COMES IN FROM THE WEB.** If there is no link in that column, make a note in the "Staff Notes" column of the Google spreadsheet that the waiver form is missing and do not process the permit until they mail in or drop off a completed waiver form.
- If you have any questions, ask the applicant or owner to clarify before moving on.

Step Two. Process Fee

Step Three. Issue Permit

- Open a blank permit template from "Blank Permit Templates" in Google Drive Permits folder. Select either Residential or Commercial.
- Fill in appropriate information including full permit number (M-2020-51), contact name and number, work site address and your initials.
- **Save As** and rename the file Permit No_Address (Example is: M-2020-51_105 Main Street) and save to the Scanned Mechanical Permits folder for the appropriate year. **If the applicant submitted a waiver, then combine their waiver form** (if they submitted online, remember to pull from the "Link to Waiver Forms" in the spreadsheet) **to the permit you just created.**
- **If the applicant is not present**, email a copy of the permit to the applicant.
- **If the applicant is present**, print a copy of the permit and provide back to them.
- **Change the status in the Google Drive spreadsheet for that permit number to "Issued".**

Make sure you...

1. Reviewed for accuracy.
2. Sent a receipt or invoice if applicant is not present.
3. Saved a copy of the completed permit (with waiver if applicable) for our files.
4. Changed the status in the Google Spreadsheet to "Issued."