

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

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Annual Facility Permit.

In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the Building Department will issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The owner shall notify this office of proposed major changes, and the building official shall retain the right to make inspections at the facility site as deemed necessary. An Annual Facility Permit shall be assessed with an annual fee of \$150 and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

Annual Permit Records.

The permit holder to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall always have access to such records. The records shall contain the following information:

1. Date of the work
2. Description of work performed
3. Person(s) performing the work
4. Location of work carried out

Conditions of the Permit.

A permit issued shall be construed to be a license to proceed with the work as approved by this office and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, local ordinances, or State statutes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of construction, or violations of this code.

The Annual Facility Permit does not provide for any zoning or Health Department approval and is not approval to add to the building footprint or to increase the occupied space by completing or enclosing unfinished spaces. At intervals not to exceed 180 days the permit holder is required to schedule a site inspection with this office for the review and inspection of the work performed under the Annual Facility Permit and provide a copy of the record required above.