

Ann Machado - Re: Change of Use Permit Application

From: Ann Machado
To: pamdodd@allstate.com
Date: 6/28/2013 1:46 PM
Subject: Re: Change of Use Permit Application
Attachments: Applicant Submittal Requirements for Electronic Plan Review.pdf; new eplan process handout.pdf

Pam _

I originally sent you this email after we talked on May 21, 2013. As I told you then, we cannot issue your sign permit until you apply for the change of use permit and it is issued. We still have not received the change of use permit.

You really need to apply for the change of use permit to bring your property into compliance since the last permit we have for the property is a single family home with a hair salon as a home occupation. There has not been a permit to change the use to an insurance office.

Please feel free to contact me with any questions.

Ann

Ann Machado
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>>> Ann Machado 5/21/2013 12:01 PM >>>

Pam -

I have attached the two handouts that deal with the permit application and submittal process.

Look at the New Eplan process handout first. That explains where you can find the permit application and the process.

The second pdf is the Applicant Submittal Requirements for Electronic Plan Review. Also take a look at this.

With the permit application for the Change of use, include:

- a plot plan that shows the lot dimensioned, the location of the building on the lot, and the parking area dimensioned.
- a floor plan of each floor of the building with the rooms labeled and dimensioned.

Feel free to contact me if you have any questions. The sign permit cannot be issued until the change of use permit is issued.

Ann

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