

To: Tom Andrews, City Manager
From: Maria Broadbent, Director, DNEP
Date: January 22, 2015
Re: Permit code changes

O-4-15 amends City Code 17.12.022 to remove the requirement that commercial construction with value of \$500 or more be required to obtain a permit. It is recommended that the \$500 requirement be removed altogether and permits be required only if they are otherwise required by the Annapolis City Code.

After a thorough analysis of the City Code, including the building and trade codes adopted by reference, and a comparison of the City's permit process to that of other communities, it was determined that the City has some permit requirements that are unique to Annapolis and can be eliminated. One of these changes is the removal of the \$500 threshold.

This change will allow some businesses who currently require building permits, to open with just a Use & Occupancy/Life Safety inspection. Provided that no structural, electrical, plumbing or mechanical work is done, many retail and office businesses should be able to open within a couple days of filling out an application.

Other changes as a result of this analysis include the elimination of the requirement to obtain permits for several non-structural permit types including construction of sheds and certain decks, the replacement of roof shingles, and the installation of fixtures, cabinets, countertops and flooring. Although in some instances, a Historic Preservation or Critical Area approval may be necessary; the Code does not specifically require building permits for non-structural construction. The attached charts show permits changes recommended by DNEP.

These changes will allow DNEP staff to focus more attention on the approval and inspection of larger projects.