



# Standard Operating Procedure

## Signature on Building Permits issued by CID

Planning and Rural Addressing

Version 1

1/2/2020

### **Purpose and Applicability:**

This Standard Operating Procedure (SOP) gives guidelines for the processes of signing/approving Building permits issued by Construction Industries Division (CID) within Cibola County, and maintaining records of such permits. CID has begun enforcing a signature requirement for Planning and Zoning as well as Floodplain Administration on Building permits issued within the Jurisdiction of the agency. Cibola County will need to review and approve the building permits issued by CID as well as maintain a physical copy and a scanned copy within the Laserfiche Program. This electronic back-up provides security for these records in case of loss of the physical copies due to flood, fire, theft, or other damage that may occur. The electronic back-up will be maintained for the Planning Department purposes and may be shared with the Assessor's office for Assessment Purposes.

This procedure will outline on how building permits are received by the Planning Coordinator and provide instruction on who else may be permitted to sign/approve building permits under certain circumstances.

### **Authority to Sign/Approve Building Permits:**

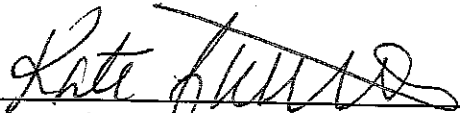
1. The County Planning Department will be the point of contact for review of all Building permits. In the absence of the County Planning Coordinator, the Rural Addressor may be the alternate approving authority if the parcel in question does not fall within a special flood hazard area that also requires a Floodplain Development permit.

### **Review of Building Permits:**

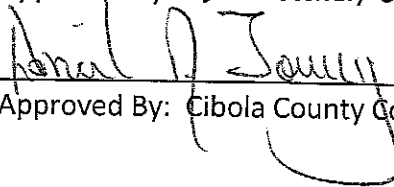
1. The Authorized County official will review the building permit on the following criteria:
  - a. A site plan of the proposed building has been provided. A site plan is required in order to determine step b.
  - b. FEMA designated special flood hazard area:
    - i. If the site of the building permit falls within a special flood hazard area, the authorized County Official will provide the applicant with a Cibola County Floodplain development permit application and withhold approving signature until the floodplain development permit has been fully completed and returned.
    - ii. If the site of the building permit does not fall within a special flood hazard area, the authorized County Official will sign/approve the CID permit.
    - iii. Cibola County Floodplain Administration reserves the right to conduct an on-site inspection of the building site if the proposed structure is located within 100 feet in any direction of a special flood hazard area to ensure compliance with the County Flood Damage Prevention Ordinance 10-02.

**Records Retention:**

1. Cibola County will make a copy of the signed permit and scan a copy into the Laserfiche program for future reference.
2. The copies will be held on file in the Cibola County Planning Department office
3. The scanned copies will be available on the Laserfiche Program.

  
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Approved By: Kate Fletcher/ County Manager

1-9-20  
Date

  
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Approved By: Cibola County Commission Chairman

01/09/20  
Date

