



**Memorandum to the Office of Codes Enforcement:**

The Development Review Office prepares a memorandum to the Lead Permit Clerk with comments regarding each request. If there are any flood prone areas, or section or half-section line building setbacks, it should be noted in the memorandum. Responses to the Office of Codes Enforcement should be made as quickly as possible but, at a minimum, within five working days of the final inspection and release of the Construction Inspections Office. For filing purposes, the subject of the memorandum should be the adjacent public road segment. The Staff Assistant shall include a copy of the driveway permit and lot-split drawing with the memorandum to the Office of Codes Enforcement and with file copy.