

# **DEVELOPMENT SERVICES**

## **ACCOUNTS RECEIVABLE FOR CONTRACTORS**

Active: 3 years after paid  
Disposition: destroy

## **ANNUAL STATISTICAL REPORTS**

Used in other departments' annual financial reports

Active: 3 years  
Disposition: destroy

## **BOARD OF BUILDING AND FIRE APPEALS FILES**

Includes minutes, appeals, correspondence, index, and other related documents

Active: until case closed  
Disposition: permanent

## **BUILDING CODES**

Disposition: 1 copy permanently

## **BUILDING PERMIT APPLICATIONS AND RESPONSES (denied)**

Active: 3 years  
Disposition: destroy

## **CERTIFICATE OF LIABILITY/ WORKERS' COMPENSATION**

Active: 5 years  
Disposition: destroy

## **CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS:**

Active: 5 year after expiration  
Disposition: destroy

## **CORRESPONDENCE (project related)**

Active: 5 years  
Disposition: permanent if unique to project; otherwise destroy

## **DRAINAGE AGREEMENTS**

Disposition: permanent

## **DRIVEWAY PERMITS**

Includes associated site development plans

Disposition: permanent

### **ELEVATOR FILES**

Permanently includes application, permits, drawings, and contracts. Additionally includes current accident reports, violation notices, renewals, and other documents since last 5-year inspection. Purge file of current records after every five-year inspection.

Active: 5 years; purge file  
Disposition: permanent

### **EXCAVATION PERMITS**

For utility right-of-ways; includes associated site plans  
Disposition: permanent

### **LEAD PAINT CERTIFICATION**

Filed by license year.

Active: 10 years  
Disposition: destroy

### **MONTHLY REPORTS**

Includes Fee Summary Report, New Permit Report, and Department of Commerce Report

Active: 5 years  
Disposition: destroy

### **PARKING LOT PERMITS**

Includes associated site development plans  
Disposition: permanent

### **PLANNED UNIT DEVELOPMENT PLANS**

Active: until superceded  
Disposition: destroy

### **PLATS FOR QUARTER SECTIONS, SANITARY SEWER, PAVING, AND STORM SEWER**

Active: until superceded or obsolete  
Disposition: destroy

### **PLATS OF SUBDIVISIONS**

Disposition: permanent

### **PROFESSIONAL ORGANIZATION FILES**

Active: 3 years  
Disposition: destroy

### **SIDEWALK PERMITS**

Includes associated site development plans  
Disposition: permanent

### **STREET FILE**

Includes building, demolition, electrical, elevator, fence, home occupation, gas, mobile home, moving structure, plumbing, sign, swimming pool, temporary use of street right-of-way, and underground tank permits; inspection reports; violation notices; certificate of occupancy; drainage and hold harmless agreements; BBFA/BZA minutes; and associated site plans and drawings

Disposition: permanent

### **TRADE LICENSE FILES**

Includes electrician, plumber, mechanical, home occupations, cross-connection, gas fitting trades

Disposition: permanent