

	BUILDING DEVELOPMENT POLICIES AND PROCEDURES COMMERCIAL	Effective Date: April 25, 2022
		Supersedes Policy Dated:
	1.4.5 Building Permit, Building Inspection Records, & Certificate of Occupancies History	Issued by: Eric M. Mays, P.E.  Building Official

This document provides information on the history of record retention for Building permits, Building Inspection records, & Certificates of Occupancies

Building Permit, Building Inspection records, and Certificate of Occupancy History Timeline:

- September 1958, through 1962 – Certificate of Occupancies were issued by Office of Executive Secretary
 - These documents were destroyed in 1972 when we switched to the County Executive form of County Government
- 1962 through September 1978 – The Office of the Zoning Administrator issued Certificate of Occupancies
 - The status of these documents is unknown
- September 1978, through January 1982 – Certificate of Occupancies were issued by Construction Inspections
 - We have no idea of how many were issued; these were un-numbered and were a sticker that was applied in the electrical panel box by the inspector
- January 1982 – Building Permits and Certificate of Occupancies permits were numbered starting with #1 by Permit Services.
 - This data was entered into the DATS data collection system (Development Administration Tracking System). Only for residential New Single-Family Structures, no commercial or residential accessory structures data was captured.
- February 1985 – The County switched to the PAIRS data collection system to electronically store Certificate of Occupancy permits and Building Permits. The PAIRS system utilized fiscal year then a four-digit number (85-4000)
- July 1985 – The first electronic record of a Building Permit.
- January 1992 – The County converted over to the LIS data collection system
 - When this conversion took place, it is estimated that close to 40,000 documents were lost. PAIRS did not require an address to be entered into

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the case were as LIS did require the address; when the conversion happened, any case without an address did not convert.

- June 1999 – The County converted from the LIS data collection system to the TideMark data collection system
- July 2001 – The County started using the InspectTrack module interface with the TideMark data collection system.
 - This allowed all Building Inspection records to be stored electronically.
- November 2014 – The County converted from TideMark data collection system to the EnerGov data collection system
 - Before the go-live date, all open permits before July 1, 2010, that had no activity within six months were “Closed as Abandonment of Work.”
- May 2022 – The County closed all open permits that were not considered as Critical Projects with no activity for six months or longer as Abandonment of Work.
 - Critical Projects were defined as:
 - Potential for high fire risk or hazard. (i.e., Restaurant)
 - Potential for high loss of life/property. (i.e., Movie Theatres)
 - Occupants are unable to self-rescue. (i.e., Hospital)
 - Facilities that require annual State Licensure. (i.e., Nursing Homes)
 - Special interest. (i.e., Government Buildings)
 - Fire Protection Permits
 - Swimming Pools

Summary:

Building Permit records – All paper Building Permit records have been destroyed in accordance with the Library of Virginia Records Retention Act. The capture of reliable Building Permit electronic records began in January 1992 when the County converted to the LIS data collection system.

Building Inspection records – All paper Building Inspection records have been destroyed in accordance with the Library of Virginia Records Retention Act. The capture of reliable

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Building Inspection electronic records began in July of 2001 when the County began using the InspectTrack module interface with the TideMark data collection system.

Certificate of Occupancy records – The County has no records of Certificate of Occupancies before January of 1982. From January 1982 through January 1992, the County maintains paper copies of Certificate of Occupancies. From January 1992 to the present date, the County maintains paper and electronic copies of Certificate of Occupancies.