

MEMORANDUM

3/26/15 SUBJECT : INFORMATION REQUESTS:

From: Gulf County Building Official

Section 104 of the Building Code adopted by Gulf County ordinance 2001-13 authorizes the Building Official to render interpretations and to adopt policies and procedures in order to clarify the application of its provisions.

In addition the Building Official is charged with relating facts to the general public when requested. Requests for information often cover a variety of topics including but not limited to code interpretations, permitting requirements, construction projects, county projects and code enforcement violations.

This type of request is not a request for public records and therefore is not subject to the current policy for obtaining such. In an effort to provide a more efficient and accurate account of information provided by the Building Official a procedure has been established for all information requests not covered under the public records policy.

Anyone requesting information about anything that the Building Official determines could be misunderstood, misinterpreted or misrepresented in any way will be required to submit a request in writing detailing the information requested. All requests will be required to be signed and dated. A request form can be obtained at the building department front desk. For further information about this procedure please contact :

George Knight (850) 227-4286

Gulf County Building Official