

## SECTION 4. BUILDING AND STRUCTURE REGULATION RECORDS

Records relating to structures and buildings and the construction permit and inspection functions of the County.

<b>General Instructions</b>
<ul style="list-style-type: none"> <li>▪ <b>The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).</b></li> <li>▪ <b>Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.</b></li> <li>▪ <b>No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.</b></li> </ul>

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>1. BUILDING BOARD OF APPEALS RECORDS.</b>		
<b>A. Board Case Files.</b> Records pertaining to cases or appeals heard by the board regarding interpretations of code provisions, administrative actions of the building official, compliance with building code requirements, etc.	Building Inspection  See also: Investigation Files below	20 years + current
<b>B. Board Operation Records.</b> Agendas, minutes, recordings, etc.	See: Section 2 Board, Commission and Authority Records	
<b>C. Transcripts.</b> Verbatim transcripts of Board proceedings.	Building Inspection	20 years + current
<b>2. BUILDING PERMITS AND SUPPORTING DOCUMENTATION.</b> Records relating to building and structure permits, such as building permits, electrical permits, mechanical permits, roofing permits, sign permits, etc. Supporting documentation includes documents submitted by the applicant, soils reports, etc.		
<b>A. Building Permits and Supporting Documentation.</b> Permits issued by the County to authorize and allow construction-related activities to proceed, including: <ul style="list-style-type: none"> <li>▪ Basement finishes</li> <li>▪ Decks</li> <li>▪ Electrical systems</li> <li>▪ Garages, barns, sheds</li> <li>▪ HVAC (heating, ventilation and air conditioning) systems</li> </ul>	Building Inspection	Permanent

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<ul style="list-style-type: none"> <li>▪ New residential and commercial construction</li> <li>▪ Plumbing systems</li> <li>▪ Pools and spas</li> <li>▪ Renovations and remodels</li> <li>▪ Re-roofs</li> <li>▪ Residential additions</li> <li>▪ Tenant finishes</li> <li>▪ Trailer installations</li> <li>▪ Other types of building permits</li> </ul>		
<p><b>B. Demolition Permits and Supporting Documentation.</b> Permits issued by the County to authorize and allow permanent demolition of buildings or structures to proceed.</p>	Building Inspection	10 years after demolition
<p><b>C. Driveway Permits and Supporting Documentation.</b> Records of evaluation of driveway access, building site location, building materials and defensible space for wildfire mitigation prior to issuance of a building permit.</p>	Building Inspection	Permanent
<p><b>D. Fees – Building Permit.</b> Records relating to the collection of building permit fees, impact fees, parkland fees and other fees collected by the County at the time of application for building permits.</p>	See Schedule 13 Financial Records - Accounts Receivable Records and Fee and Rate Schedules	
<p><b>E. Sign Permits.</b></p>	See: Section 25 Planning, Zoning and Land Use Records	
<p><b>3. CERTIFICATES OF OCCUPANCY AND SUPPORTING DOCUMENTATION.</b> Documents issued by the County after the permitted construction activity is completed as evidence that all minimum requirements have been met before the building or structure can be occupied and used.</p>	Building Inspection	Permanent
<p><b>4. CODES ADOPTED BY REFERENCE.</b> Building codes adopted by reference by the County, including the International Building Code, International Residential Code, International Fire Code, International Plumbing Code, International Fuel Gas Code, National Electrical Code, etc.</p>	Building Inspection	Permanent
<p><b>5. CONSTRUCTION DRAWINGS AND PLANS.</b> Blueprints, drawings, plans, specifications or site and plot plans submitted for County review as supporting documentation by building contractors or owners when applying for a building permit.</p>		
<p><b>A. Nonresidential.</b> Drawings and plans (final or as-built) submitted by those applying for a building permit for public buildings, or commercial, industrial or apartment structures.</p>	Building Inspection	<p><b>Permit Approved:</b> Permanent</p> <p><b>Permit Not Approved:</b> 2 years from the date of denial</p>

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<b>B. Residential.</b> Drawings and plans (final or as-built) submitted by those applying for a building permit for residential or modular structures.	Building Inspection	<i>Permit Approved:</i> 180 days after completion of the project or as directed by the adopted Uniform Building Code  <i>Permit Not Approved:</i> 180 days after drawings and plans have been submitted
<b>6. CONTRACTOR LICENSING AND REGISTRATION RECORDS.</b> Licenses and supporting documentation for licenses issued to contractors to authorize them to do business as builders, general contractors, or contractors for installation or work on specific types of systems. Supporting documentation includes applications, Certificates of Lawful Presence, statements of exemption from State workers' compensation requirements, certificates of insurance,	Building Inspection	6 years + current after license expiration
<b>7. CORRESPONDENCE AND GENERAL DOCUMENTATION.</b> Correspondence and general documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
<b>8. FINANCIAL RECORDS.</b>	See: Section 13 Financial Records	
<b>9. GRANTS AND SUPPORTING DOCUMENTATION.</b>	See: Section 13 Financial Records	
<b>10. HISTORIC PRESERVATION RECORDS.</b>	See: Section 16 Historic Preservation Records	
<b>11. INSPECTION RECORDS</b>		
<b>A. Building and Structure Inspection Reports and Supporting Documentation.</b> Records of final on-site inspections done by the County or its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with building, fire, plumbing, mechanical requirements of the County, uniform codes and all other adopted model building standards adopted by the County; also includes other building and structure inspection reports in general, such as inlet inspections, proof roll inspections, etc.	Building Inspection	<i>Inspections - Passed and Failed:</i> Permanent
<b>B. Drainage, Erosion and Sediment Control (DESC) Building Inspections and Supporting Documentation.</b> Records relating to inspections performed under the Single-Family DESC program.	Building Inspection	Permanent
<b>C. Elevator and Escalator Inspection Records.</b> Records of elevator and escalator inspections by DRCOG within the County's jurisdiction.	Building Inspection  Note: DRCOG is responsible for retention	<i>Copies Retained for Douglas County Reference:</i> Until superseded by the next inspection or until no longer needed for reference

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<b>D. Temporary Trailer Bonds.</b> Bonds guaranteeing removal from hookups.	Building Inspection	1 year after expiration, completion of removal from hookups or release of the bond by the County
<b>12. INVESTIGATION FILES.</b> Documentation of cases related to compliance violations of building and other codes, including complaints, hearing records, notices of violations, stop work orders, photographs, inspections, etc.	Building Inspection  See also: Building Board of Appeals Records above	20 years + current
<b>13. PAYROLL AND PERSONNEL RECORDS.</b>	See: Section 23 Payroll Records and Section 24 Personnel Records	
<b>14. REGISTERS AND LEDGERS (1976-1985).</b> Record books, ledgers or computer printouts that are kept to provide a listing of all issued building permits. The permit register may be the only record of the issuance of older building permits.	Building Inspection	Permanent
<b>15. REPORTS – BUILDING ACTIVITY.</b> Summary housing reports and statistical compilations tracking building activity on a monthly or annual basis, including reports compiled for the U.S. Census Bureau, used to monitor growth and track building trends.	Building Inspection	<b>Annual Reports and Compilations:</b> Permanent  <b>Monthly Reports:</b> 1 year + current