



— COMMUNITY DEVELOPMENT —

August 27, 2018

[Building Permit Applicant]

[Mailing Address]

Re: Indianola Building Permit

Dear [Building Permit Applicant]:

The purpose of this letter is to request your assistance in providing certain information described below. Recently, the City's Community Development Department completed a self-audit of our building files. The main reason for this self-audit is to ensure our files contain up to day and accurate information so that we may better serve you.

While conducting this audit, it is noted that building permit number \_\_\_\_\_ was issued on \_\_\_\_\_, for \_\_\_\_\_ at \_\_\_\_\_, Indianola, Iowa.

In reviewing the building file, we are unable to verify that a final inspection was completed. The last inspection scheduled for this premise was on \_\_\_\_\_. **Please note that the building or structure cannot be occupied until a final inspection for all applicable code and zoning compliance is completed and a Certificate of Occupancy has been issued to you.**

Accordingly, we are asking that you please contact our office to:

- Provide a copy of the Certificate of Occupancy (if one was provided);
- Request an extension of the permit (if work is not yet completed); or
- Schedule an inspection of the completed work.

We apologize for any inconvenience this may cause you and greatly appreciate your cooperation.

Regards,

David Churchill  
Interim Building Official  
515-961-9430

