

Elkhart County Planning & Development

Public Services Building | 4230 Elkhart Road, Goshen, Indiana 46526

Phone: 574-875-3335 | Fax: 574-875-3308

www.elkhartcountyindiana.com

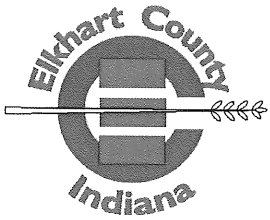
ATTENTION ALL ELECTRICAL CONTRACTORS

EFFECTIVE MONDAY, FEBRUARY 15, 2010

ALL ELECTRICAL SUB-CONTRACTORS WILL BE VERIFIED BY SENDING A COPY OR COPIES OF BUILDING PERMITS TO THE ELECTRICAL CONTRACTOR SPECIFIED ON THE PERMIT.

When a permit is pulled and you or your company is listed as the Electrical Sub-Contractor, you will receive from this office the fax cover sheet below along with a copy of the applicable permit(s). We request that you either call 875-3335 and confirm or deny your contract on the project. Or you can fax the cover sheet back to us at 875-3308 with your response written at the bottom of the page.

Thank you for your cooperation.



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FAX TRANSMITTAL COVER SHEET

COMPANY NAME: _____

FAX NO. _____

ATTN: _____

OF PAGES _____ (INCLUDING COVER SHEET)

FROM: _____

DATE: _____

RE: _____ Verification of Electrical Sub-Contractor

MESSAGE: A copy of the attached building permit is being sent to you to verify
that you are the electrical contractor hired for this project. If you
are not the contractor working on this project, please call our
office at 574-875-3335.

RESPONSE REQUIRED: YES: _____ NO: _____

RESPONSE: _____

Fax response back to 574-875-3308